

PCS Claim – Member with Dependent Travel

Overview

Introduction	<p>This tutorial provides procedures for entering a PCS claim in TPAX for a member traveling with their dependents.</p> <p>Use the Member with Dependent Travel guide to complete a basic claim. Click on the various links on the next page for additional details for your specific scenario.</p>
Dependents' Address	<p>The address of the dependents at the time of receiving orders MUST be typed into the remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>
Scanning Documents	<p>It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single PDF file. PPC can't open anything other than a PDF. Some of the required items include the following:</p> <ul style="list-style-type: none">• Signed PCS Orders• Lodging Receipts with proof of payment (for TLE reimbursement)• Airfare/AdTrav Fee Receipts• Alaska Marine Highway Itinerary (mandatory if taking the ferry)• Receipts for all items over \$75
Maximum Amount Payable	<p>Remember that the maximum TPAX will pay for a PCS claim is equivalent to the fastest driving route from the old Permanent Duty Station (PDS) to the new PDS. You can take any route or method of transportation, but keep in mind that is the maximum amount payable.</p>
CG Finance Center	<p>The Coast Guard Finance Center (FINCEN) processes the following:</p> <ul style="list-style-type: none">• Personally Procured Moves (PPM)• Privately Owned Vehicle (POV) Shipment• POV Storage• Temporary Lodging Allowance (TLA) Claims <p>Do NOT send these items to PPC. They will be returned and you will only prolong payment.</p>

Continued on next page

Overview, Continued

Flying

If any part of your PCS travel involves flying, **ALWAYS** pick TP-Government Procured Plane vice CP – Commercial Plane to ensure the system will pay out correctly.

Travel Time Chart

This chart determines how many travel days are authorized based on miles driven.

Number of Miles Driven	Number of Travel Days Authorized	
400 or less	1	
401-750	2	
751-1100	3	
1101-1450	4	
1451-1800	5	
1801-2150	6	
2151-2500	7	
2501-2850	8	
2851-3200	9	
3201-3550	10	
3551-3900	11	
3901-4250	12	
4251-4600	13	
4601-4950	14	

Continued on next page

Overview, Continued

Contents

Topic	See Page
<u>Member with Dependent Travel</u>	4
<u>Flying – CONUS to CONUS</u>	32
<u>Flying – CONUS to OCONUS</u>	35
<u>Flying – OCONUS to OCONUS</u>	38
<u>Flying – OCONUS to CONUS</u>	40
<u>Home to 1st PDS (Cadets) or Direct Commission</u>	42
<u>Mixed Mode – Alaska Ferry with POV</u>	45
<u>Mixed Mode – Alaska Ferry with POV Shipment</u>	50
<u>Mixed Mode – Fly/Drive to PDS</u>	56
<u>Mixed Mode – Getting Married Enroute</u>	63
<u>Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway)</u>	73
<u>Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport)</u>	82
<u>PCS – Boot Camp to “A” School</u>	89
<u>PCS – Separation/Retirement</u>	96
<u>PCS with COT Leave Enroute</u>	97
<u>PCS with TDY Enroute (TEM DU)</u>	98
<u>Two or More POVs – Travel Different Days in Different Cars</u>	104
<u>Two or More POVs – Travel Same Days in Different Cars</u>	117

Member with Dependent Travel



Introduction

This guide provides the procedures for a member traveling with dependents. Use this guide to complete a basic claim. Click on the various links on the overview page for additional details for your specific scenario.

This example shows a member with dependents traveling at the same time in the same privately owned vehicle from one CONUS Permanent Duty Station (PDS) to the next CONUS Permanent Duty Station (PDS). This member also received an Advance before traveling.

Procedures

See below.

Step	Action
1	<p>Once logged into TPAX, click Create New.</p> 
2	<p>Click Settlement Request.</p> 

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action																												
3	<p>Select the TONO that you received the advance for from the list.</p> <div><div>COASTIE, JACK</div><div><div>Travel Order Selection</div><div>View: Traveler</div><div>Settlement</div></div><div><div>TONO: <input type="text"/></div><table><thead><tr><th>Order Number</th><th></th><th>Category</th><th>Start Date</th><th>End Date</th><th>Who Created Obl.</th><th>Date Obl.</th></tr></thead><tbody><tr><td>1217G96PRAY4X000</td><td>Del</td><td>PCS</td><td>1/20/2017</td><td>2/13/2017</td><td></td><td></td></tr></tbody></table></div><div><div>Select an existing order or enter a new order number with which you wish to work and then click the OK button</div><div><div>OK</div><div>Cancel</div><div>Help</div></div></div></div>	Order Number		Category	Start Date	End Date	Who Created Obl.	Date Obl.	1217G96PRAY4X000	Del	PCS	1/20/2017	2/13/2017																
Order Number		Category	Start Date	End Date	Who Created Obl.	Date Obl.																							
1217G96PRAY4X000	Del	PCS	1/20/2017	2/13/2017																									
4	<p>Before moving forward, you must know how to compute the effective date of the orders. The formula for effective date of orders is: Report date – (# of days of travel) + 1. Using the example, 02/13/2017 – (4) + 1, 2/13/17-4=2/09/17 + 1 = 2/10/17, the effective date of orders is 2/10/17.</p> <table><tr><th colspan="4">Travel Itinerary and Authorized Absences:</th></tr><tr><th>Date</th><th>Type</th><th>Duty/Leave</th><th>Days</th></tr><tr><td>01/20/2017</td><td>Depart</td><td>Duty</td><td></td></tr><tr><td>01/21/2017</td><td></td><td>Leave INCONUS</td><td>16</td></tr><tr><td>02/06/2017</td><td></td><td>Proceed Time</td><td>4</td></tr><tr><td>02/10/2017</td><td></td><td>Travel Time</td><td>4</td></tr><tr><td>02/13/2017</td><td>Report</td><td>Duty</td><td></td></tr></table> <p>The effective date of orders is input on the Entitlements tab when processing the PCS travel claim. It is important that the effective date of orders is correct so that if there is a promotion in between the depart date and the report date, that the DLA will be paid at the correct rank. Additionally, only dependents acquired before the effective date of orders can be paid.</p> <p>Since this member actually traveled from February 10th through the 13th, TLE can NOT be entered for those dates. If TLE is entered for those dates, they will NOT be paid.</p>	Travel Itinerary and Authorized Absences:				Date	Type	Duty/Leave	Days	01/20/2017	Depart	Duty		01/21/2017		Leave INCONUS	16	02/06/2017		Proceed Time	4	02/10/2017		Travel Time	4	02/13/2017	Report	Duty	
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02/06/2017		Proceed Time	4																										
02/10/2017		Travel Time	4																										
02/13/2017	Report	Duty																											

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Member with Dependent Travel, Continued

Procedures,
continued

Step

5

Action

The first tab of the Settlement Request will display. Enter the member’s **new home address** at their new PDS (if known). If they don’t have one (waiting for housing), they can temporarily enter their PDS address, but it must be documented in the remarks. Then click **Next**.

COASTIE, JACK

TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order:

PCS

Covered from:

1/20/2017

to:

2/13/2017

Type of Settlement

Partial

Type of Partial:

Not a Partial

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

* Address 1:

1234 COAST GUARD LANE

Address 2:

* City:

PORTSMOUTH

* Country/State:

VA VIRGINIA

* Zip:

23704

Next

Manage Images

Receipts

SAVE

Cancel

Help

6

Any Advances entered would display here. Verify the amount matches what you actually received, then click **Next**.

COASTIE, JACK

TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order:

PCS

Covered from:

1/20/2017

to:

2/13/2017

Type of Settlement

Partial

Type of Partial:

Not a Partial

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Locked	Date	Type	Amount	
<input checked="" type="checkbox"/>	2/8/2017	Advance	1,998.51	Delete

View Advances

Back

Next

Manage Images

Receipts

SAVE

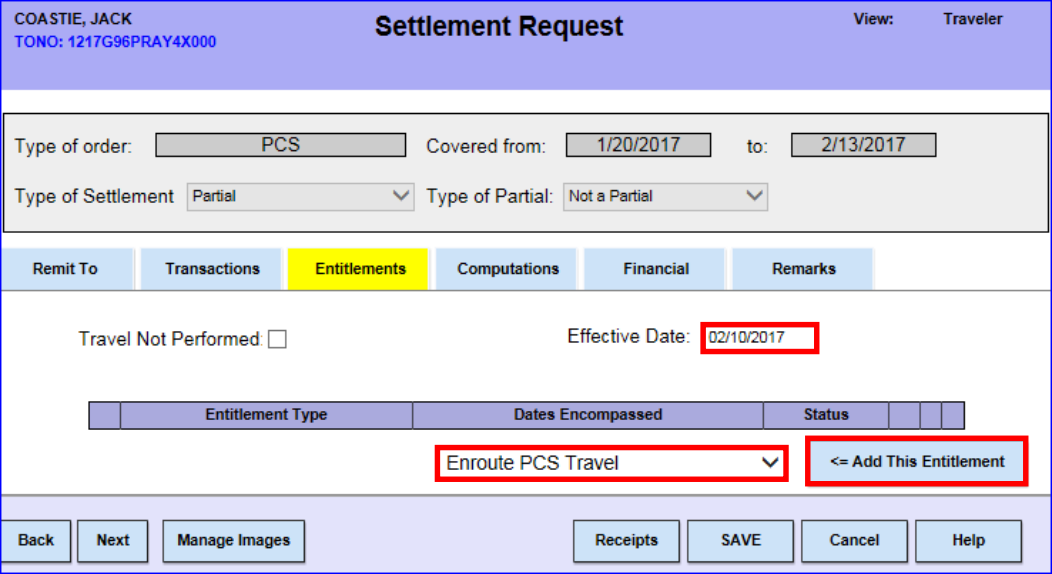
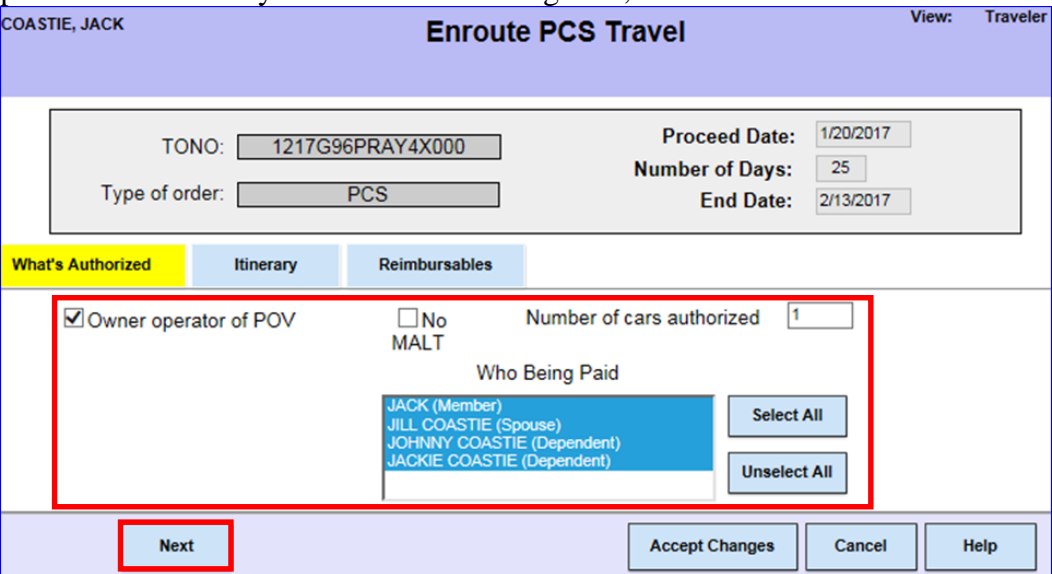
Cancel

Help

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Member with Dependent Travel, Continued

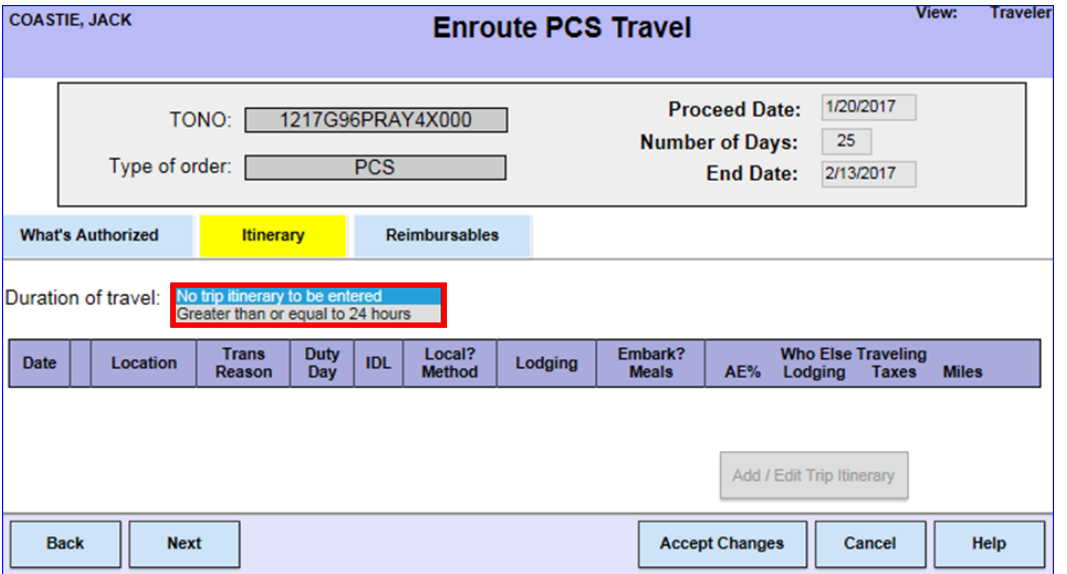
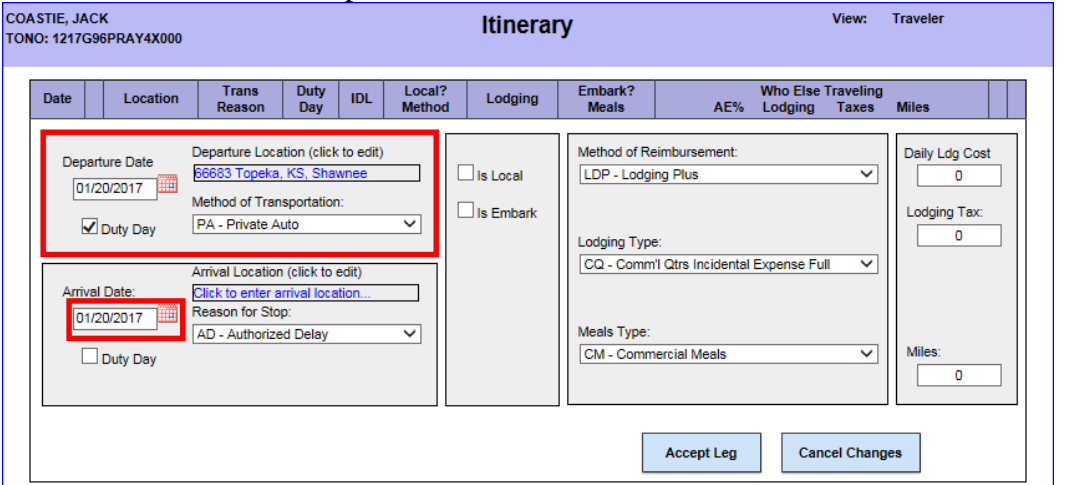
Procedures, continued

Step	Action
7	<p>Enter the Effective Date of Orders that you calculated previously. Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p>  <p>COASTIE, JACK TONO: 1217G96PRAY4X000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Travel Not Performed: <input type="checkbox"/> Effective Date: 02/10/2017</p> <p>Entitlement Type Dates Encompassed Status</p> <p>Enroute PCS Travel <= Add This Entitlement</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>
8	<p>In order to get paid MALT (monetary allowance in lieu of transportation), check the Owner Operator of POV box. If not claiming MALT, click the No MALT box. Enter the Number of cars authorized on the orders and select who will be paid. Since all family members traveled together, select them all. Click Next.</p>  <p>COASTIE, JACK</p> <p>Enroute PCS Travel View: Traveler</p> <p>TONO: 1217G96PRAY4X000 Proceed Date: 1/20/2017</p> <p>Type of order: PCS Number of Days: 25</p> <p>End Date: 2/13/2017</p> <p>What's Authorized Itinerary Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized: 1</p> <p>Who Being Paid</p> <p>JACK (Member) JILL COASTIE (Spouse) JOHNNY COASTIE (Dependent) JACKIE COASTIE (Dependent)</p> <p>Select All Unselect All</p> <p>Next Accept Changes Cancel Help</p>

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Member with Dependent Travel, Continued

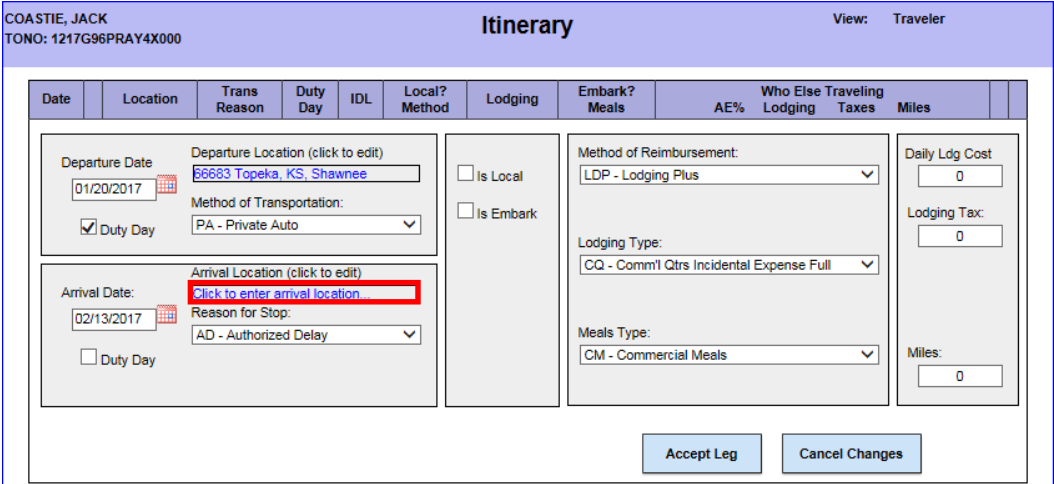
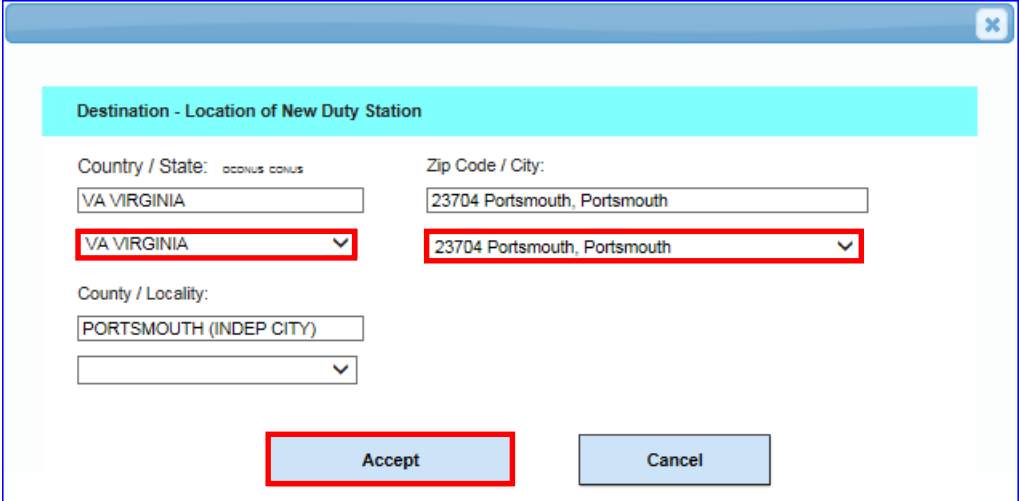
Procedures, continued

Step	Action
9	<p>Select Greater than or equal to 24 hours from the Duration of Travel drop-down.</p> 
10	<p>The Itinerary page will display. The Departure Date must be the departing date on the orders. The Departure Location will auto populate. Leave the Method of Transportation as PA – Private Auto. Do not touch the Duty Day boxes. Update the Arrival Date to reflect the date you reported to the new PDS location. This MUST match the actual report date in DA.</p> 

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
11	<p>Click the Arrival Location link to enter the new PDS.</p>  <p>The screenshot shows the 'Itinerary' form for COASTIE, JACK (TONO: 1217G96PRAY4X000). The 'Arrival Location' section is highlighted with a red box, showing the 'Click to enter arrival location' link. Other sections include 'Departure Date' (01/20/2017), 'Departure Location' (66683 Topeka, KS, Shawnee), 'Method of Transportation' (PA - Private Auto), 'Arrival Date' (02/13/2017), 'Reason for Stop' (AD - Authorized Delay), 'Method of Reimbursement' (LDP - Lodging Plus), 'Lodging Type' (CQ - Comm'l Qtrs Incidental Expense Full), 'Meals Type' (CM - Commercial Meals), 'Daily Ldg Cost' (0), 'Lodging Tax' (0), and 'Miles' (0). Buttons for 'Accept Leg' and 'Cancel Changes' are at the bottom.</p>
12	<p>When inputting locations, first type in the State and click tab. In the Zip Code/City, type in the Zip Code of the new PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click Accept.</p>  <p>The screenshot shows the 'Destination - Location of New Duty Station' form. The 'Country / State' field is set to 'VA VIRGINIA' and the 'Zip Code / City' field is set to '23704 Portsmouth, Portsmouth'. The 'County / Locality' field is set to 'PORTSMOUTH (INDEP CITY)'. The 'Accept' button is highlighted with a red box.</p>

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action																								
13	<p>Select the Reason for Stop. If this is your final destination, click MC - Mission Complete.</p> <div><p>COASTIE, JACK TONO: 1217G96PRAY4X000</p><p style="text-align: right;">View: Traveler</p><p style="text-align: center;">Itinerary</p><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr></thead><tbody><tr><td colspan="12"><div><div><div>Departure Date: 01/20/2017</div><div>Departure Location (click to edit): 66683 Topeka, KS, Shawnee</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 02/13/2017</div><div>Arrival Location (click to edit): 23704 Portsmouth, VA, Portsmouth</div><div>Reason for Stop: AD - Authorized Delay</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 1224</div></div></td></tr></tbody></table></div> <div><div>Accept Leg</div><div>Cancel Changes</div></div> <div>Add Leg</div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div><div><div>Departure Date: 01/20/2017</div><div>Departure Location (click to edit): 66683 Topeka, KS, Shawnee</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 02/13/2017</div><div>Arrival Location (click to edit): 23704 Portsmouth, VA, Portsmouth</div><div>Reason for Stop: AD - Authorized Delay</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 1224</div></div>											
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Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action																																
15	<p>Edit the information if needed. Once finished, click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/20/2017 2/13/2017</td><td>DEP ARR</td><td>66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth</td><td>PA MC</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1224</td><td></td><td>Edit Insert</td><td>Del</td></tr> </tbody> </table> <div>Add Leg</div> <div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/20/2017 2/13/2017	DEP ARR	66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1224		Edit Insert	Del
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16	<p>Click Next.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 25</div> <div>End Date: 2/13/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Greater than or equal to 24 hours</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/20/2017 2/13/2017</td><td>DEP ARR</td><td>Topeka, KANSAS 23704 Portsmouth, VIRGINIA</td><td>PA MC</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1224</td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	1/20/2017 2/13/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1224					
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles																				
1/20/2017 2/13/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1224																					

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action								
17	<p>The Constructed Itinerary tab is only used when calculating the cost of GTR. Click Next.</p> <div><div>COASTIE, JACK</div><div>Enroute PCS Travel</div><div>View: Traveler</div><div><div>TONO: 1217G96PRAY4X000</div><div>Proceed Date: 1/20/2017</div><div>Type of order: PCS</div><div>Number of Days: 25</div><div>End Date: 2/13/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><div>Duration of travel: Greater than or equal to 24 hours</div><div><table><tr><th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th></tr><tr><td>1/20/2017</td><td>2/13/2017</td><td>23704 Portsmouth, VIRGINIA</td><td>1224</td></tr></table></div><div><div>Back</div><div>Next</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Depart Date	Arrive Date	To Location	Auth. Miles	1/20/2017	2/13/2017	23704 Portsmouth, VIRGINIA	1224
Depart Date	Arrive Date	To Location	Auth. Miles						
1/20/2017	2/13/2017	23704 Portsmouth, VIRGINIA	1224						
18	<p>Click Add/Edit Trip Expenses to add any reimbursable expenses.</p> <div><div>COASTIE, JACK</div><div>Enroute PCS Travel</div><div>View: Traveler</div><div><div>TONO: 1217G96PRAY4X000</div><div>Proceed Date: 1/20/2017</div><div>Type of order: PCS</div><div>Number of Days: 25</div><div>End Date: 2/13/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><div><table><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></table></div><div><div>Add / Edit Trip Expenses</div></div><div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div> <p>Common reimbursable expenses for PCS include: Some Airfare, ADTRAV (booking agent) fees, baggage fees, incidental expenses for A School, Tolls for roads, Visa Green Card & photo fees and pet quarantine fees.</p>	Date	Description	Claimed					
Date	Description	Claimed							

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step

19

Action

Select the **Reimbursable Expense** from the drop-down, enter the **Amount Claimed**, **ALWAYS** leave the IBOP as United States, click the **Dep** box if the expense was for one of your dependents and click **Accept Expense**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Reimbursable Expenses

View: Traveler

Date	Description	Claimed	IBOP	Dep?
01/20/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FE TOLLS FOR ROADS-BRIDGES-TUNNEL	3.00	UNITED STATES UNITED STATES	<input type="checkbox"/>

Accept ExpenseCancel Changes

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Help

20

Add any additional expenses by clicking **Add Expense**. When finished, click **Accept Changes**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Reimbursable Expenses

View: Traveler

Date	Description	Claimed	Dep?		
1/20/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	3.00	<input type="checkbox"/>	Edit	Delete

Add ExpenseAccept ChangesCancel ChangesHelp

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Add Expense

Accept Changes

Cancel Changes

Help

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step

21

Action

Click **Accept Changes**.

COASTIE, JACK

Enroute PCS Travel

View: Traveler

TONO: 1217G96PRAY4X000

Proceed Date: 1/20/2017

Type of order: PCS

Number of Days: 25

End Date: 2/13/2017

What's Authorized

Itinerary

Constructed Itinerary

Reimbursables

Date	Description	Claimed
1/20/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	3.00

Add / Edit Trip Expenses

Back

Exceptions

Occasionals

Accept Changes

Cancel

Help

22

Click **Calcs** to see the breakdown of daily expenses.

COASTIE, JACK

Settlement Request

View: Traveler

TONO: 1217G96PRAY4X000

Type of order: PCS

Covered from: 1/20/2017

to: 2/13/2017

Type of Settlement Partial

Type of Partial: Not a Partial

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Travel Not Performed: ☐

Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017 - 2/13/2017	Validated Data	Delete	Calcs	Comp

TLE

<= Add This Entitlement

Back

Next

Manage Images

Receipts

SAVE

Cancel

Help

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step

23

Action

This shows the correct number of days of per diem that you are receiving. TPAX does not reflect the correct travel dates due to a programming error. This member is actually entitled to per diem from 2/10-2/13. Click **Done**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Daily Expenses

View: Traveler

Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
02/09	FP											0.00	390.50	0.00	
02/10	FP											0.00	390.50	0.00	
02/11	FP											0.00	390.50	0.00	
02/12	FP											0.00	390.50	0.00	
												Total	1562.00	0.00	

24

If authorized DLA, select **DLA** from the drop-down and click **Add This Entitlement**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Travel Not Performed: ☐

Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017- 2/13/2017	Validated Data	Delete	Calcs	Comp

DLA

<= Add This Entitlement

Back

Next

Manage Images

Receipts

SAVE

Cancel

Help

Continued on next page

Member with Dependent Travel, Continued

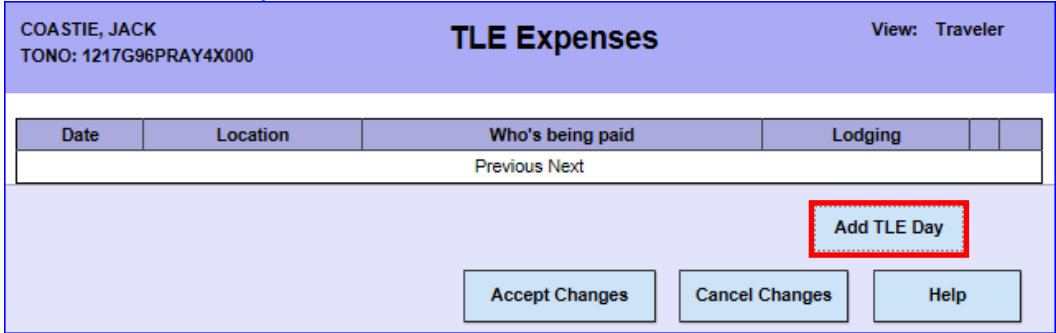
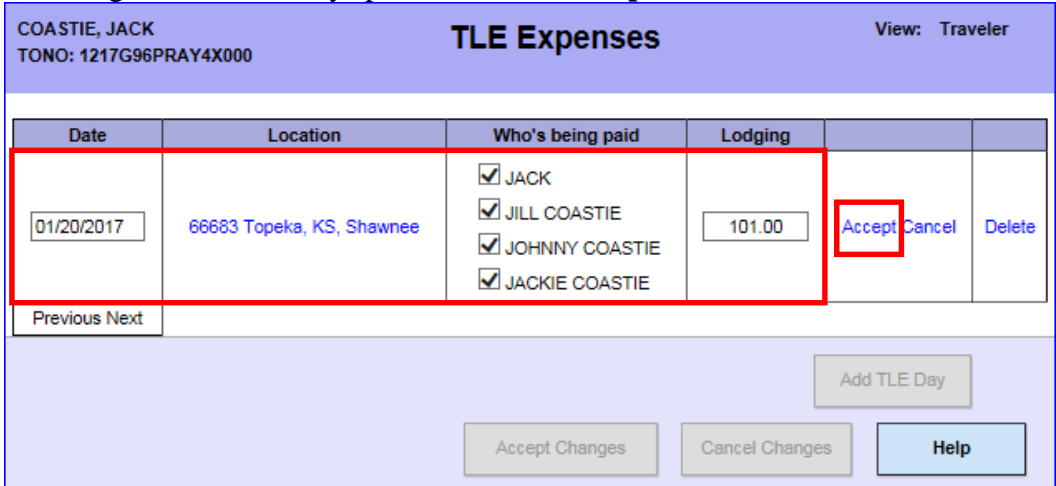
Procedures,
continued

Step	Action																					
25	<p>Check the box if DLA with dependents is authorized AND your dependents relocated with you at the same time. Otherwise, click Accept.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Dislocation Allowance</div><div>View: Traveler</div></div> <p>DLA with dependents is authorized. Check this box if dependents were moved at this time <input checked="" type="checkbox"/></p> <div><div>Accept</div><div>Cancel</div><div>Help</div></div>																					
26	<p>If authorized TLE, select TLE, then click Add this Entitlement.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div> <div>Remit To Transactions Entitlements Computations Financial Remarks</div> <div>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="2/10/2017"/></div> <table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/20/2017-2/13/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>1/20/2017-1/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table> <div><div>TLE</div><div><= Add This Entitlement</div></div> <div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp	Edit	DLA (with Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
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Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action
27	<p>Click Add TLE Day.</p>  <p>The screenshot shows the 'TLE Expenses' form for COASTIE, JACK (TONO: 1217G96PRAY4X000). The form has a header with the member name and TONO, and a 'View: Traveler' link. Below the header is a table with columns: Date, Location, Who's being paid, and Lodging. The 'Who's being paid' column has a 'Previous Next' link. At the bottom right, the 'Add TLE Day' button is highlighted with a red dashed box. Other buttons at the bottom are 'Accept Changes', 'Cancel Changes', and 'Help'.</p>
28	<p>Enter the first Date of lodging. The date cannot be a travel date and MUST match the receipt (which is required). Travel dates are calculated based on the effective date of orders. Ensure you are not claiming TLE on these days. The Location must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. ONLY enter the Zip Code of the old PDS or new PDS located on the orders (not the zip code of the hotel). For Who's being paid, check the box for each family member that stayed. Enter what was actually spent on lodging including taxes for the day specified. Click Accept.</p>  <p>The screenshot shows the 'TLE Expenses' form with a lodging entry for 01/20/2017 at 66683 Topeka, KS, Shawnee. The 'Who's being paid' column has four checked boxes: JACK, JILL COASTIE, JOHNNY COASTIE, and JACKIE COASTIE. The 'Lodging' column shows 101.00. The 'Accept' button is highlighted with a red box. Other buttons at the bottom are 'Add TLE Day', 'Accept Changes', 'Cancel Changes', and 'Help'.</p> <p>Note: The zip code determination is based on JTR 5434 – Per Diem Rate is the locality based on the PDS (or designated place, Home of Record or initial follow on technical training, if applicable) location is used for TLE reimbursement.</p>

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action												
29	<p>If the lodging location changes (old PDS vs new PDS), the member should remain in this TLE tab and just enter the new location and amounts vice going out and creating a new TLE tab. This can corrupt the claim.</p> <p>To add additional days, click Add TLE Day.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>TLE Expenses<div>View: Traveler</div></div><table><tr><th>Date</th><th>Location</th><th>Who's being paid</th><th>Lodging</th><th></th><th></th></tr><tr><td>01/20/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr></table><div>PreviousNext</div><div><div>Add TLE Day</div><div>Accept ChangesCancel ChangesHelp</div></div></div>	Date	Location	Who's being paid	Lodging			01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete
Date	Location	Who's being paid	Lodging										
01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete								

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action																								
30	<p>The Date cannot be a travel date and MUST match the receipt (which is required), the Location must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. ONLY enter the Zip Code of the old PDS or new PDS located on the orders (not the zip code of the hotel). Check Who's being paid, enter what was actually spent on lodging including taxes for the day specified. Click Accept.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div><div>TLE Expenses</div><div>View: Traveler</div></div><table><thead><tr><th>Date</th><th>Location</th><th>Who's being paid</th><th>Lodging</th><th></th><th></th></tr></thead><tbody><tr><td>01/20/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr><tr><td>01/21/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr><tr><td><input type="text" value="02/14/2017"/></td><td><input type="text" value="23704 Portsmouth, VA, Portsmouth"/></td><td><input checked="" type="checkbox"/> JACK <input checked="" type="checkbox"/> JILL COASTIE <input checked="" type="checkbox"/> JOHNNY COASTIE <input checked="" type="checkbox"/> JACKIE COASTIE</td><td><input type="text" value="125.00"/></td><td><input checked="" type="button" value="Accept"/> <input type="button" value="Cancel"/></td><td><input type="button" value="Delete"/></td></tr></tbody></table><div>Previous Next</div><div><div>Add TLE Day</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div>	Date	Location	Who's being paid	Lodging			01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete	01/21/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete	<input type="text" value="02/14/2017"/>	<input type="text" value="23704 Portsmouth, VA, Portsmouth"/>	<input checked="" type="checkbox"/> JACK <input checked="" type="checkbox"/> JILL COASTIE <input checked="" type="checkbox"/> JOHNNY COASTIE <input checked="" type="checkbox"/> JACKIE COASTIE	<input type="text" value="125.00"/>	<input checked="" type="button" value="Accept"/> <input type="button" value="Cancel"/>	<input type="button" value="Delete"/>
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Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action																												
31	<p>Add more TLE days as needed by clicking the Add TLE Day button. When finished, click Accept Changes.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>TLE ExpensesView: Traveler</div><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Who's being paid</th><th>Lodging</th><th></th><th></th></tr></thead><tbody><tr><td>01/20/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr><tr><td>01/21/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr><tr><td>02/14/2017</td><td>23704 Portsmouth, VA</td><td>Member + 3 Dependents</td><td>125.00</td><td>Edit</td><td>Delete</td></tr></tbody></table><div>Previous Next</div><div><div>Add TLE Day</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div>	Date	Location	Who's being paid	Lodging			01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete	01/21/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete	02/14/2017	23704 Portsmouth, VA	Member + 3 Dependents	125.00	Edit	Delete				
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32	<p>Click Calcs.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement RequestView: Traveler</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="2/10/2017"/></div><table border="1"><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/20/2017-2/13/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>1/20/2017-1/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>TLE</td><td>1/20/2017-2/14/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table><div><input type="text" value="TLE"/> <input type="button" value="=< Add This Entitlement"/></div><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp	Edit	DLA (with Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp	Edit	TLE	1/20/2017-2/14/2017	Validated Data	Delete	Calcs	Comp
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Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action																												
33	<p>This will show you what you will actually be paid for TLE. The system automatically calculates your TLE based off the JTR computation and the PDS zip code entered. Click Done.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>TLE Expenses<div>View: Traveler</div></div><div><div>Audit Remarks</div><div>Done</div></div><table><thead><tr><th>Date</th><th>Locality Rate</th><th>Lodging</th><th>M&IE</th><th>Max M&IE & Lodging</th><th>Maximum TLE</th><th>Paid</th></tr></thead><tbody><tr><td>01/20</td><td>142</td><td>101</td><td>76.5</td><td>177.5</td><td>290</td><td>177.5</td></tr><tr><td>01/21</td><td>142</td><td>101</td><td>76.5</td><td>177.5</td><td>290</td><td>177.5</td></tr><tr><td>02/14</td><td>142</td><td>125</td><td>76.5</td><td>201.5</td><td>290</td><td>201.5</td></tr></tbody></table><div>Previous Next</div></div>	Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid	01/20	142	101	76.5	177.5	290	177.5	01/21	142	101	76.5	177.5	290	177.5	02/14	142	125	76.5	201.5	290	201.5
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Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action																																																																		
35	<p>All entitlements will be broken down into categories. If you requested an advance, you must click the Apply Advances button here.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div><div>Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div> <table><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="4"><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>568.00</td></tr><tr><td>Memb/Emp Transportation</td><td>3.00</td></tr><tr><td>Memb/Emp MALT</td><td>232.56</td></tr><tr><td>Dep Per Diem</td><td>994.00</td></tr><tr><td>DLA</td><td>2,349.99</td></tr><tr><td>TLE</td><td>556.50</td></tr></tbody></table></td><td colspan="2"><table><tbody><tr><td>Total Entitlement</td><td>4,704.05</td></tr><tr><td>Deductions</td><td>0.00</td></tr><tr><td>Partial Payments</td><td>0.00</td></tr><tr><td>Amount Payable</td><td>4,704.05</td></tr><tr><td>Advances</td><td>0.00</td></tr></tbody></table></td></tr><tr><td colspan="4">Method of Payment: Direct Deposit</td><td colspan="2"><table><tbody><tr><td>Due Employee</td><td>4,704.05</td></tr><tr><td>Split Payment</td><td>0.00</td></tr><tr><td>Computed Split</td><td>0.00</td></tr></tbody></table></td></tr><tr><td colspan="4"><div>Apply Advances</div></td><td colspan="2"><p>Enter amount in Split Payment field to pay GTCC</p></td></tr><tr><td colspan="6">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</td></tr><tr><td colspan="6"><div>Back Next Manage Images Receipts SAVE Cancel Help</div></td></tr></tbody></table>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>568.00</td></tr><tr><td>Memb/Emp Transportation</td><td>3.00</td></tr><tr><td>Memb/Emp MALT</td><td>232.56</td></tr><tr><td>Dep Per Diem</td><td>994.00</td></tr><tr><td>DLA</td><td>2,349.99</td></tr><tr><td>TLE</td><td>556.50</td></tr></tbody></table>				Description	Total	Memb/Emp PCS Per Diem	568.00	Memb/Emp Transportation	3.00	Memb/Emp MALT	232.56	Dep Per Diem	994.00	DLA	2,349.99	TLE	556.50	<table><tbody><tr><td>Total Entitlement</td><td>4,704.05</td></tr><tr><td>Deductions</td><td>0.00</td></tr><tr><td>Partial Payments</td><td>0.00</td></tr><tr><td>Amount Payable</td><td>4,704.05</td></tr><tr><td>Advances</td><td>0.00</td></tr></tbody></table>		Total Entitlement	4,704.05	Deductions	0.00	Partial Payments	0.00	Amount Payable	4,704.05	Advances	0.00	Method of Payment: Direct Deposit				<table><tbody><tr><td>Due Employee</td><td>4,704.05</td></tr><tr><td>Split Payment</td><td>0.00</td></tr><tr><td>Computed Split</td><td>0.00</td></tr></tbody></table>		Due Employee	4,704.05	Split Payment	0.00	Computed Split	0.00	<div>Apply Advances</div>				<p>Enter amount in Split Payment field to pay GTCC</p>		This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed						<div>Back Next Manage Images Receipts SAVE Cancel Help</div>					
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This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed																																																																			
<div>Back Next Manage Images Receipts SAVE Cancel Help</div>																																																																			
36	<p>Click the Default button.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Apply PCS Advances</div><div>View: Traveler</div></div> <table><thead><tr><th>Entitlement</th><th>Outstanding</th><th>Applied</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>113.66</td><td>0.00</td></tr><tr><td>Memb/Emp MALT</td><td>186.05</td><td>0.00</td></tr><tr><td>Dislocation Allowance</td><td>1,500.00</td><td>0.00</td></tr><tr><td>Dependent Per Diem</td><td>198.80</td><td>0.00</td></tr></tbody></table> <div>Total: 0.00</div> <div><div>Default</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div>	Entitlement	Outstanding	Applied	Memb/Emp PCS Per Diem	113.66	0.00	Memb/Emp MALT	186.05	0.00	Dislocation Allowance	1,500.00	0.00	Dependent Per Diem	198.80	0.00																																																			
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Member with Dependent Travel, Continued

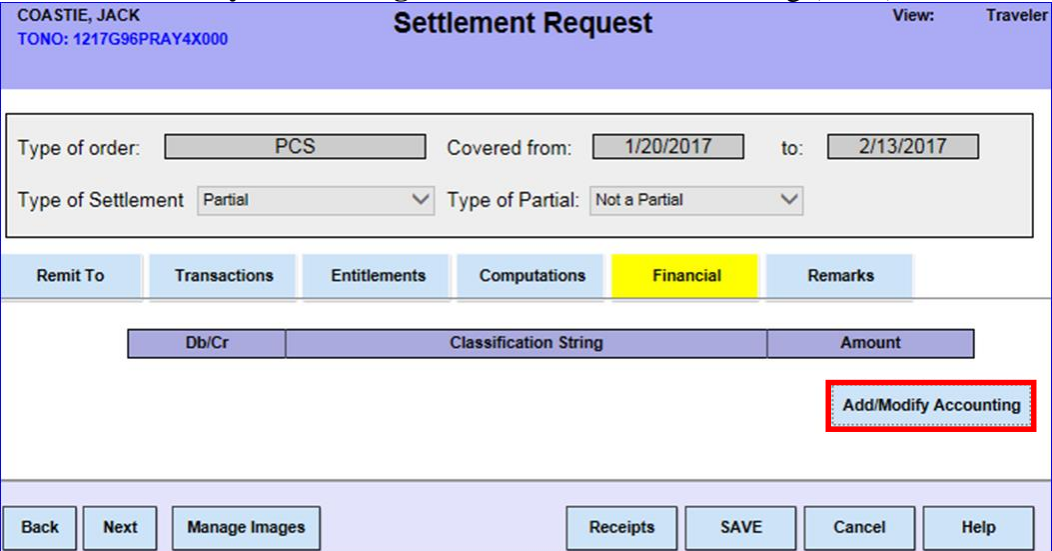
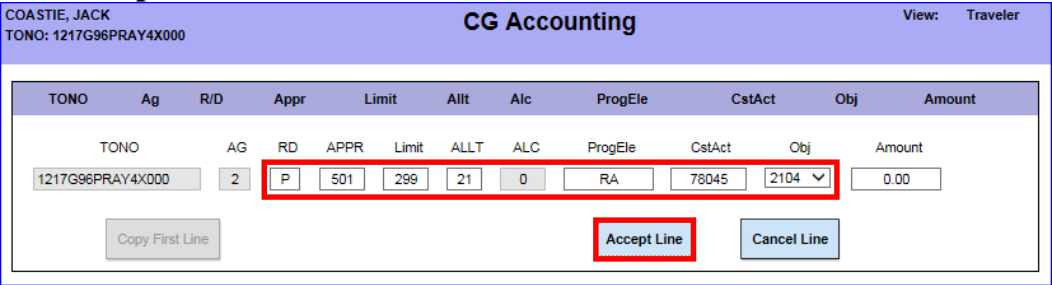
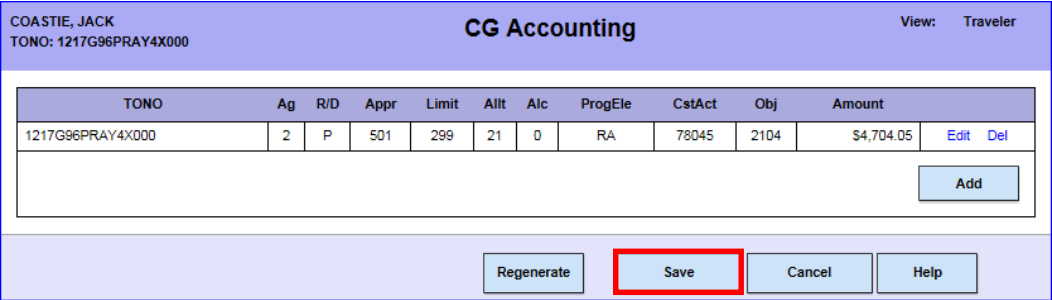
Procedures,
continued

Step	Action															
37	<p>The fields should automatically fill out in the Applied column and give the Total of advances. If all items do not populate, enter the amounts. Click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Apply PCS Advances</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Entitlement</th><th>Outstanding</th><th>Applied</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>113.66</td><td>113.66</td></tr> <tr> <td>Memb/Emp MALT</td><td>186.05</td><td>186.05</td></tr> <tr> <td>Dislocation Allowance</td><td>1,500.00</td><td>1500.00</td></tr> <tr> <td>Dependent Per Diem</td><td>198.80</td><td>198.80</td></tr> </tbody> </table> <div> <div>Total: 1998.51</div> <div> <div>Default</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> </div>	Entitlement	Outstanding	Applied	Memb/Emp PCS Per Diem	113.66	113.66	Memb/Emp MALT	186.05	186.05	Dislocation Allowance	1,500.00	1500.00	Dependent Per Diem	198.80	198.80
Entitlement	Outstanding	Applied														
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Memb/Emp MALT	186.05	186.05														
Dislocation Allowance	1,500.00	1500.00														
Dependent Per Diem	198.80	198.80														
38	<p>It inputs the amount of Advances into the appropriate block and deducts it from the Amount Payable. Click Next.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Settlement Request</div> <div>View: Traveler</div> </div> <div> <div>Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017</div> <div>Type of Settlement: Partial Type of Partial: Not a Partial</div> </div> <div> <div>Remit To</div> <div>Transactions</div> <div>Entitlements</div> <div>Computations</div> <div>Financial</div> <div>Remarks</div> </div> <div> <table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>568.00</td></tr> <tr> <td>Memb/Emp Transportation</td><td>3.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>232.56</td></tr> <tr> <td>Dep Per Diem</td><td>994.00</td></tr> <tr> <td>DLA</td><td>2,349.99</td></tr> <tr> <td>TLE</td><td>556.50</td></tr> </tbody> </table> <div> <div>Total Entitlement 4,704.05</div> <div>Deductions 0.00</div> <div>Partial Payments 0.00</div> <div>Amount Payable 4,704.05</div> <div>Advances 1,998.51</div> </div> <div> <div>Method of Payment: Direct Deposit</div> <div>Due Employee 2,705.54</div> <div>Split Payment 0.00</div> <div>Computed Split 0.00</div> </div> <div> <div>Apply Advances</div> <div>Enter amount in Split Payment field to pay GTCC</div> <div>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</div> </div> </div> <div> <div>Back</div> <div>Next</div> <div>Manage Images</div> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div> </div>	Description	Total	Memb/Emp PCS Per Diem	568.00	Memb/Emp Transportation	3.00	Memb/Emp MALT	232.56	Dep Per Diem	994.00	DLA	2,349.99	TLE	556.50	
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DLA	2,349.99															
TLE	556.50															

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action
39	<p>Click Add/Modify Accounting to add the Line of Accounting (LOA).</p> 
40	<p>Enter the Line of Accounting (LOA) from the Direct Access PCS Orders, then click Accept Line.</p> 
41	<p>Click Save.</p> 

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action						
42	<div><div>Click Next.</div><div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div><div>Settlement Request</div><div>View: Traveler</div></div></div><div><div><div>Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><table><tr><th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr><tr><td>Db</td><td>1217G96PRAY4X000 2 P 501 299 21 0 RA 78045 2104</td><td>4,704.05</td></tr></table><div>Add/Modify Accounting</div></div><div><div>BackNextManage Images</div><div>ReceiptsSAVECancelHelp</div></div></div></div>	Db/Cr	Classification String	Amount	Db	1217G96PRAY4X000 2 P 501 299 21 0 RA 78045 2104	4,704.05
Db/Cr	Classification String	Amount					
Db	1217G96PRAY4X000 2 P 501 299 21 0 RA 78045 2104	4,704.05					

43	<div><div>Enter the Voucher Remarks. Include anything out of the ordinary with this claim. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with and dependent travel will not be paid. Anything typed here will print on the Travel Voucher Summary. Click SAVE.</div><div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div><div>Settlement Request</div><div>View: Traveler</div></div></div><div><div><div>Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><div>Voucher Remarks:</div><div>Dependent's old address: 123 Fake Street, Topeka, KS 66604.</div></div><div><div>BackManage Images</div><div>ReceiptsSAVECancelHelp</div></div></div></div>
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Member with Dependent Travel, Continued

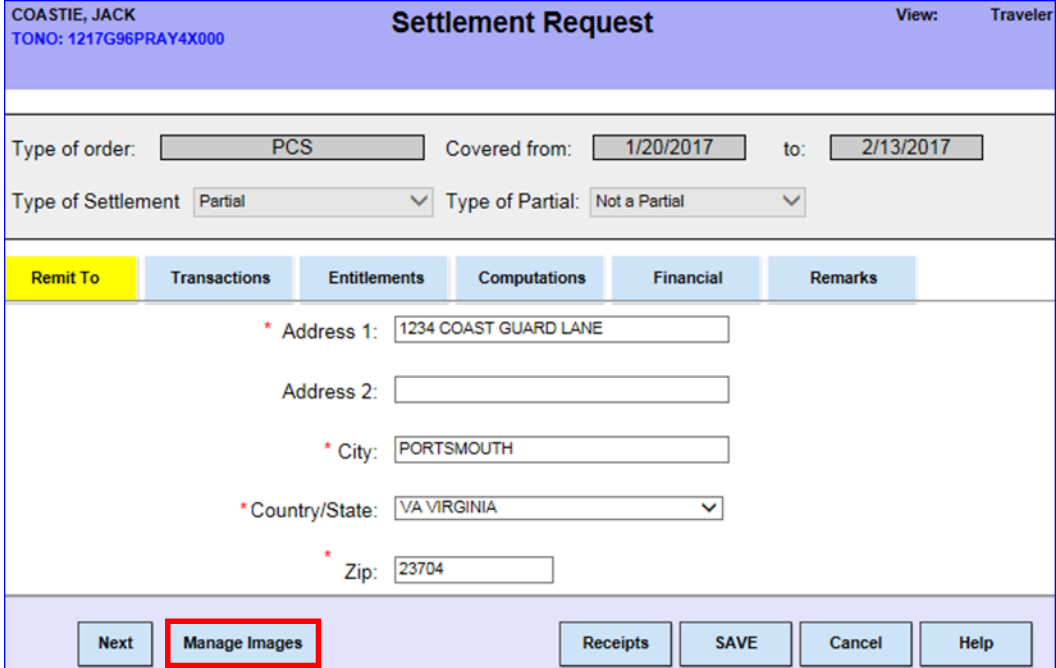
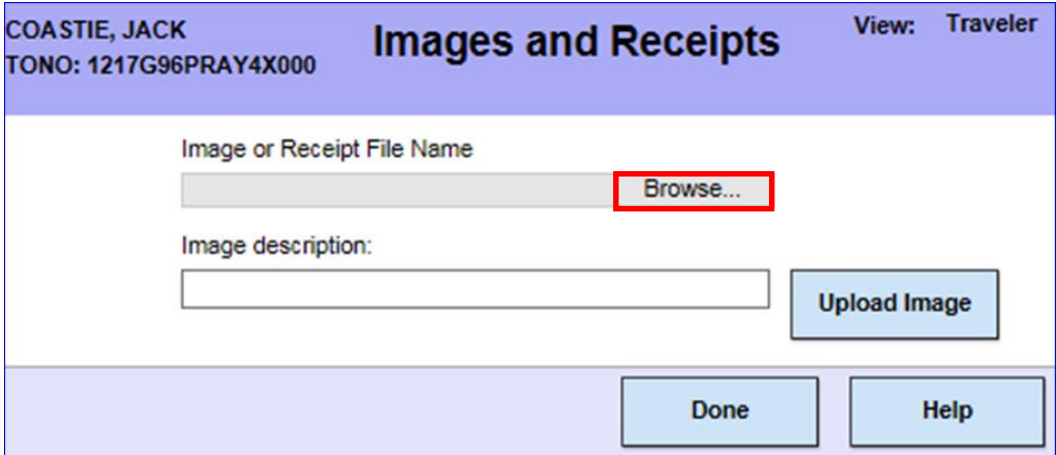
Procedures,
continued

Step	Action																																										
44	<p>If you get this warning, verify that none of your TLE dates are travel dates, then click OK. You might need to click SAVE again to continue.</p> <div><div>System Notification</div><div>TLE days overlap Enroute Travels for one or more individuals being paid. Ensure there is enough elapsed time between PDSs when per diem is not payable</div><div>OK</div></div>																																										
45	<p>Once saved, you might be asked to Certify certain entitlements. Check the boxes and click Certify.</p> <div><div><table><thead><tr><th></th><th>From Date</th><th>To Date</th><th>Description</th><th>Amount</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>1/20/2017</td><td>1/21/2017</td><td>TLE Lodging at 66683 Topeka, KS for at least</td><td>202.00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>2/14/2017</td><td>2/14/2017</td><td>TLE Lodging at 23704 Portsmouth, VA for at least</td><td>125.00</td></tr></tbody></table><div><div>Certify</div><div>Later</div><div>Cancel</div><div>Help</div></div></div></div>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	1/20/2017	1/21/2017	TLE Lodging at 66683 Topeka, KS for at least	202.00	<input checked="" type="checkbox"/>	2/14/2017	2/14/2017	TLE Lodging at 23704 Portsmouth, VA for at least	125.00																											
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46	<p>Now that the claim has been saved, select the settlement and click View/Modify to attach your orders and required receipts to your claim.</p> <div><div>COASTIE, JACK</div><div>T-PAX Inbox</div><div>View: Traveler</div><div>[Reservations] [Regulations] [Currency]</div><div>Profile and History » Create New » Tools » Help » Logout</div><div><table><thead><tr><th></th><th>TONO</th><th>Type of Request</th><th>Start Date</th><th>End Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Amount</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>1217G96PRAY4X000</td><td>Settlement</td><td>1/20/2017</td><td>2/13/2017</td><td>PCS</td><td>COASTIE, JACK E.</td><td></td><td>Entered into T-PAX</td><td>2/16/2017</td><td>Traveler</td><td>23704 Portsmouth, VA</td><td>1100217748</td><td>\$2,705.54 (est)</td></tr><tr><td><input type="checkbox"/></td><td>1217G96PRAY4X000</td><td>Advance</td><td>1/20/2017</td><td>2/13/2017</td><td>PCS</td><td>COASTIE, JACK E.</td><td></td><td>Approved by AO</td><td>2/16/2017</td><td>Traveler</td><td>23704 Portsmouth, VA</td><td>1100217746</td><td>\$1,998.51 (est)</td></tr></tbody></table><div><div>Release for Approval</div><div>Print</div><div>View / Modify</div><div>Delete</div><div>Help</div><div>Retrieve</div><div></div><div>Find</div></div></div></div>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1217G96PRAY4X000	Settlement	1/20/2017	2/13/2017	PCS	COASTIE, JACK E.		Entered into T-PAX	2/16/2017	Traveler	23704 Portsmouth, VA	1100217748	\$2,705.54 (est)	<input type="checkbox"/>	1217G96PRAY4X000	Advance	1/20/2017	2/13/2017	PCS	COASTIE, JACK E.		Approved by AO	2/16/2017	Traveler	23704 Portsmouth, VA	1100217746	\$1,998.51 (est)
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Member with Dependent Travel, Continued

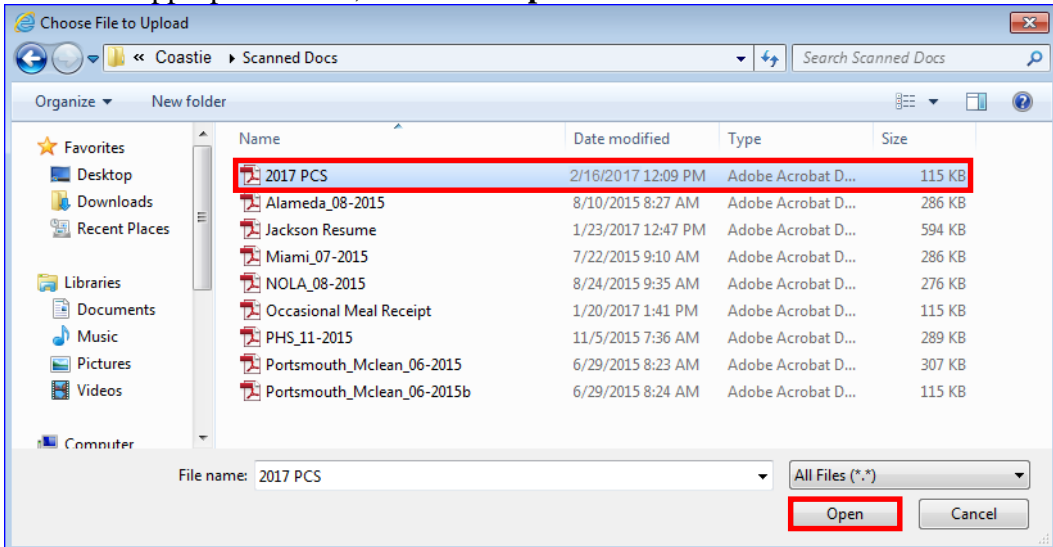
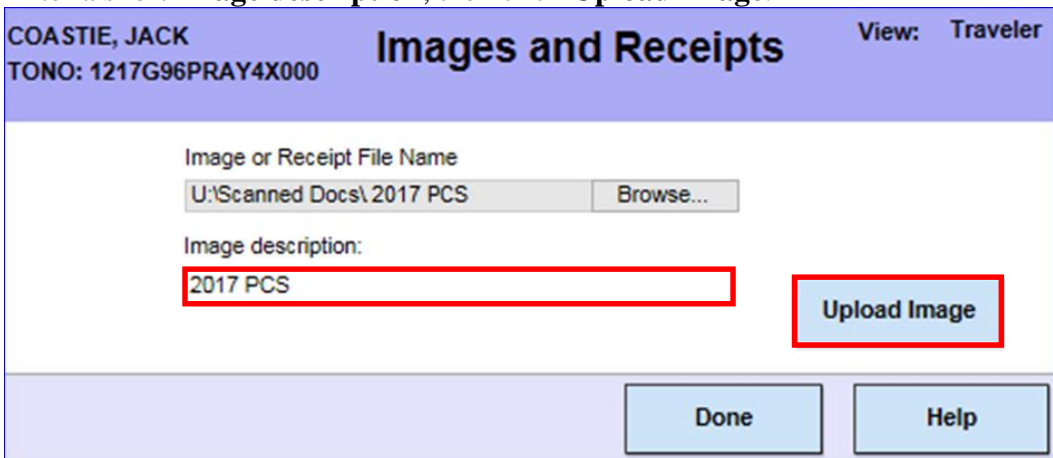
Procedures,
continued

Step	Action
47	<p>Click Manage Images.</p> 
48	<p>It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single file. The first thing you MUST do is scan the orders/authorization, applicable amendments, required receipts and save it as a PDF document to a space/pathway that you can access. Once back at your computer, find the PDF document and rename it as appropriate. Example: 2017 PCS. Keep the file name as short as possible. Click Browse to locate the PDF.</p> 

Continued on next page

Member with Dependent Travel, Continued

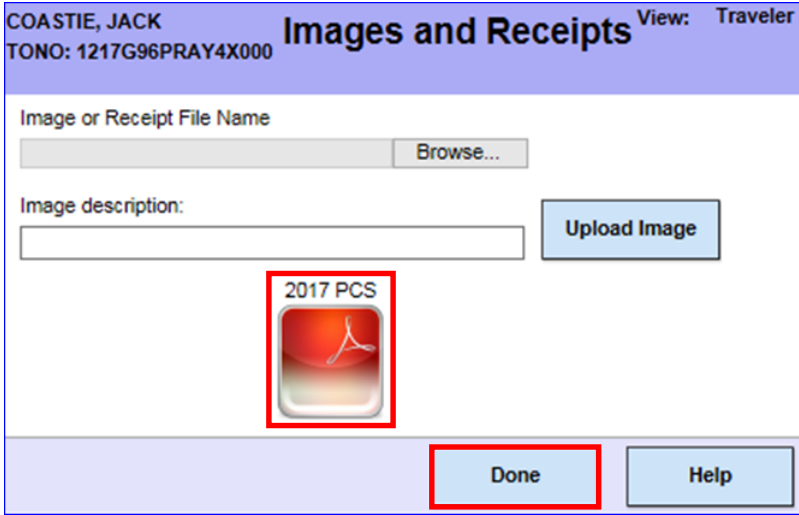
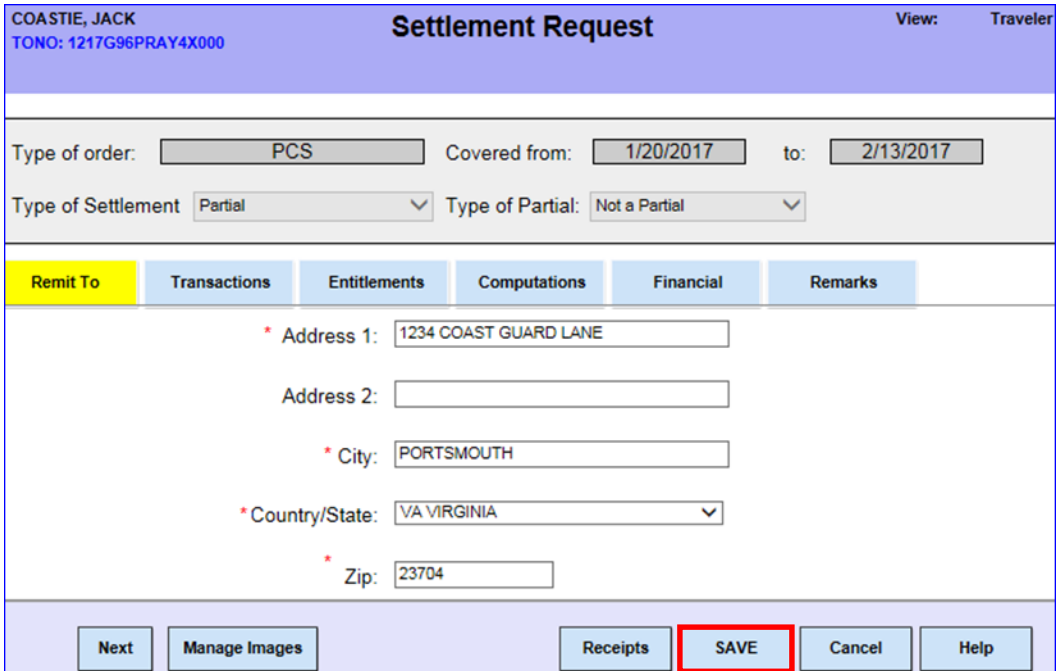
Procedures,
continued

Step	Action																																								
49	<p>Select the appropriate PDF, then click Open.</p>  <p>The screenshot shows a 'Choose File to Upload' dialog box. The left sidebar shows 'Favorites' and 'Libraries'. The main area displays a table of files:</p> <table><tr><th>Name</th><th>Date modified</th><th>Type</th><th>Size</th></tr><tr><td>2017 PCS</td><td>2/16/2017 12:09 PM</td><td>Adobe Acrobat D...</td><td>115 KB</td></tr><tr><td>Alameda_08-2015</td><td>8/10/2015 8:27 AM</td><td>Adobe Acrobat D...</td><td>286 KB</td></tr><tr><td>Jackson Resume</td><td>1/23/2017 12:47 PM</td><td>Adobe Acrobat D...</td><td>594 KB</td></tr><tr><td>Miami_07-2015</td><td>7/22/2015 9:10 AM</td><td>Adobe Acrobat D...</td><td>286 KB</td></tr><tr><td>NOLA_08-2015</td><td>8/24/2015 9:35 AM</td><td>Adobe Acrobat D...</td><td>276 KB</td></tr><tr><td>Occasional Meal Receipt</td><td>1/20/2017 1:41 PM</td><td>Adobe Acrobat D...</td><td>115 KB</td></tr><tr><td>PHS_11-2015</td><td>11/5/2015 7:36 AM</td><td>Adobe Acrobat D...</td><td>289 KB</td></tr><tr><td>Portsmouth_Mclean_06-2015</td><td>6/29/2015 8:23 AM</td><td>Adobe Acrobat D...</td><td>307 KB</td></tr><tr><td>Portsmouth_Mclean_06-2015b</td><td>6/29/2015 8:24 AM</td><td>Adobe Acrobat D...</td><td>115 KB</td></tr></table> <p>The 'File name' field contains '2017 PCS'. The 'File type' dropdown is set to 'All Files (*.*)'. The 'Open' button is highlighted with a red box.</p>	Name	Date modified	Type	Size	2017 PCS	2/16/2017 12:09 PM	Adobe Acrobat D...	115 KB	Alameda_08-2015	8/10/2015 8:27 AM	Adobe Acrobat D...	286 KB	Jackson Resume	1/23/2017 12:47 PM	Adobe Acrobat D...	594 KB	Miami_07-2015	7/22/2015 9:10 AM	Adobe Acrobat D...	286 KB	NOLA_08-2015	8/24/2015 9:35 AM	Adobe Acrobat D...	276 KB	Occasional Meal Receipt	1/20/2017 1:41 PM	Adobe Acrobat D...	115 KB	PHS_11-2015	11/5/2015 7:36 AM	Adobe Acrobat D...	289 KB	Portsmouth_Mclean_06-2015	6/29/2015 8:23 AM	Adobe Acrobat D...	307 KB	Portsmouth_Mclean_06-2015b	6/29/2015 8:24 AM	Adobe Acrobat D...	115 KB
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50	<p>Enter a short Image description, then click Upload Image.</p>  <p>The screenshot shows the 'Images and Receipts' upload form. The header includes 'COASTIE, JACK' and 'TONO: 1217G96PRAY4X000'. The 'View' dropdown is set to 'Traveler'. The 'Image or Receipt File Name' field contains 'U:\Scanned Docs\2017 PCS'. The 'Image description' field contains '2017 PCS'. The 'Upload Image' button is highlighted with a red box. At the bottom are 'Done' and 'Help' buttons.</p>																																								

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action
51	<p>Click on the image to ensure it has everything required and is readable, then click Done.</p> 
52	<p>Click SAVE.</p> 

Continued on next page

Member with Dependent Travel, Continued

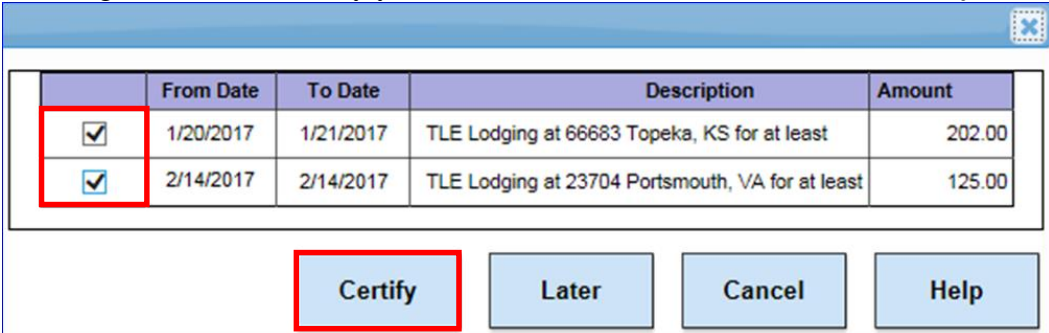
Procedures,
continued

Step

Action

53

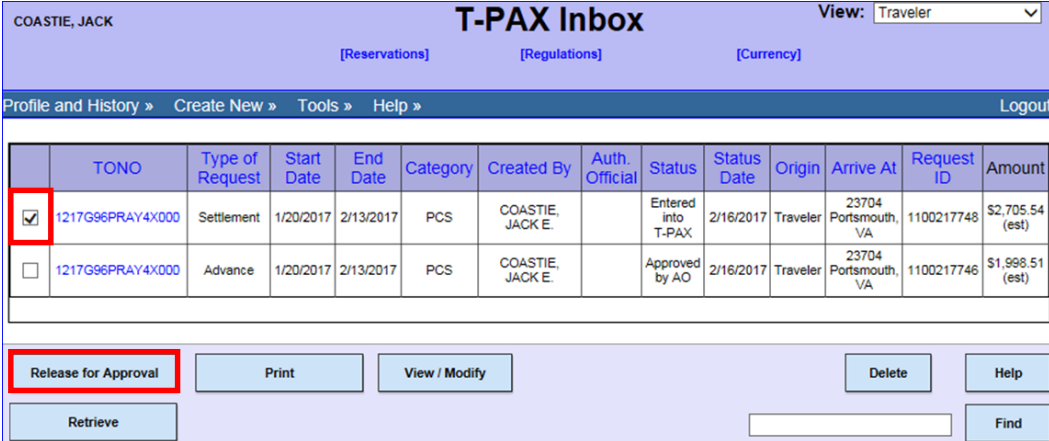
You might have to re-certify your items. **Check** the boxes and click **Certify**.



	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	1/20/2017	1/21/2017	TLE Lodging at 66683 Topeka, KS for at least	202.00
<input checked="" type="checkbox"/>	2/14/2017	2/14/2017	TLE Lodging at 23704 Portsmouth, VA for at least	125.00

54

This will return you to the TPAX Inbox. Now the claim is ready to be forwarded to the AO. Select the **settlement** and click **Release for Approval**.



COASTIE, JACK **T-PAX Inbox** View: Traveler

[Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Help » Logout

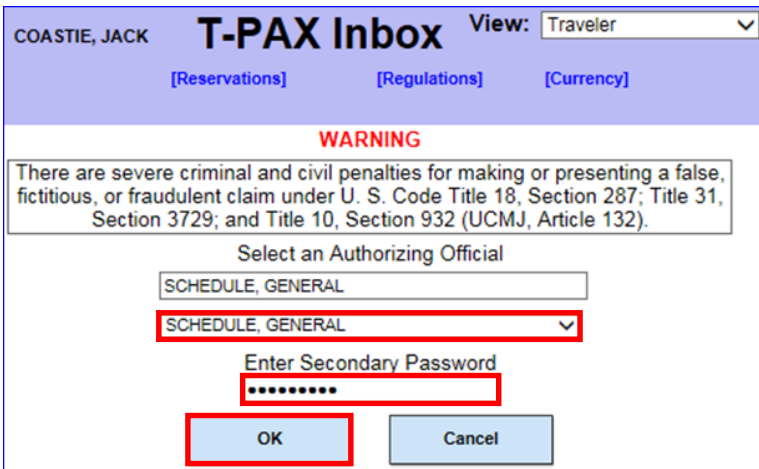
	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
<input checked="" type="checkbox"/>	1217G96PRAY4X000	Settlement	1/20/2017	2/13/2017	PCS	COASTIE, JACK E.		Entered into T-PAX	2/16/2017	Traveler	23704 Portsmouth, VA	1100217748	\$2,705.54 (est)
<input type="checkbox"/>	1217G96PRAY4X000	Advance	1/20/2017	2/13/2017	PCS	COASTIE, JACK E.		Approved by AO	2/16/2017	Traveler	23704 Portsmouth, VA	1100217746	\$1,998.51 (est)

Release for Approval Print View / Modify Delete Help

Retrieve Find

55

Select an **Authorizing Official** from the drop-down, enter your **Secondary Password** and then click **OK**.



COASTIE, JACK **T-PAX Inbox** View: Traveler

[Reservations] [Regulations] [Currency]

WARNING

There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U. S. Code Title 18, Section 287; Title 31, Section 3729; and Title 10, Section 932 (UCMJ, Article 132).

Select an Authorizing Official

SCHEDULE, GENERAL

SCHEDULE, GENERAL

Enter Secondary Password

.....

OK Cancel

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step

56

Action

The status has been updated to **Awaiting AO Approval**. Logout of TPAX.

COASTIE, JACK

T-PAX Inbox

View:

Traveler

[Reservations]

[Regulations]

[Currency]

Profile and History » Create New » Tools » Help »

Logout

	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
<input type="checkbox"/>	1217G96PRAY4X000	Settlement	1/20/2017	2/13/2017	PCS	COASTIE, JACK E.	SCHEDULE GENERAL	Awaiting AO Approval	2/16/2017	Traveler	23704 Portsmouth, VA	1100217748	\$2,705.54 (est)
<input type="checkbox"/>	1217G96PRAY4X000	Advance	1/20/2017	2/13/2017	PCS	COASTIE, JACK E.		Approved by AO	2/10/2017	Traveler	23704 Portsmouth, VA	1100217746	\$1,998.51 (est)

Release for Approval

Print

View / Modify

Delete

Help

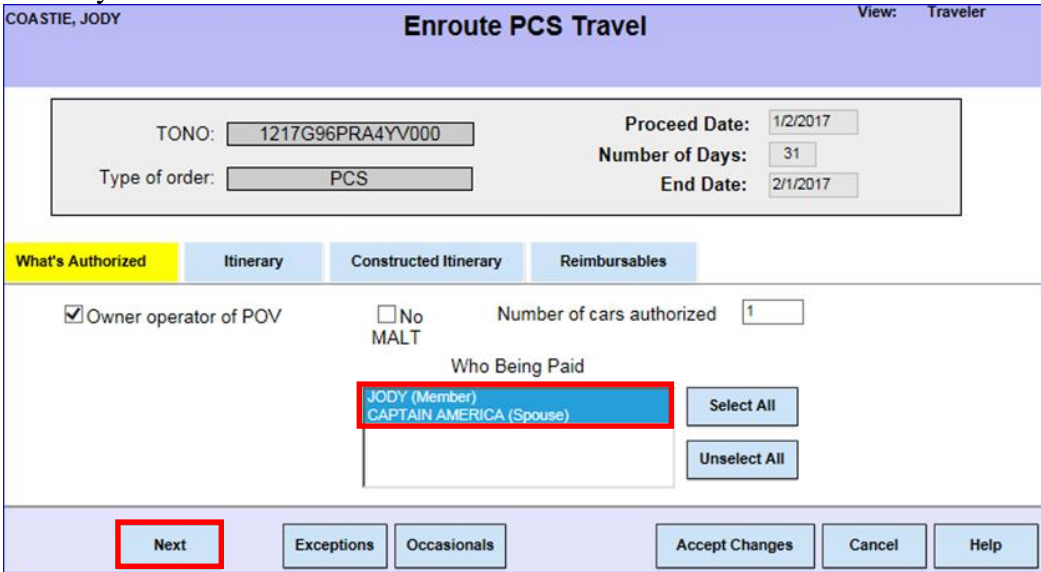
Retrieve

Find

Flying – CONUS to CONUS

Introduction This section shows how to account for a member who flew from their old PDS to their new PDS all within the continental US.

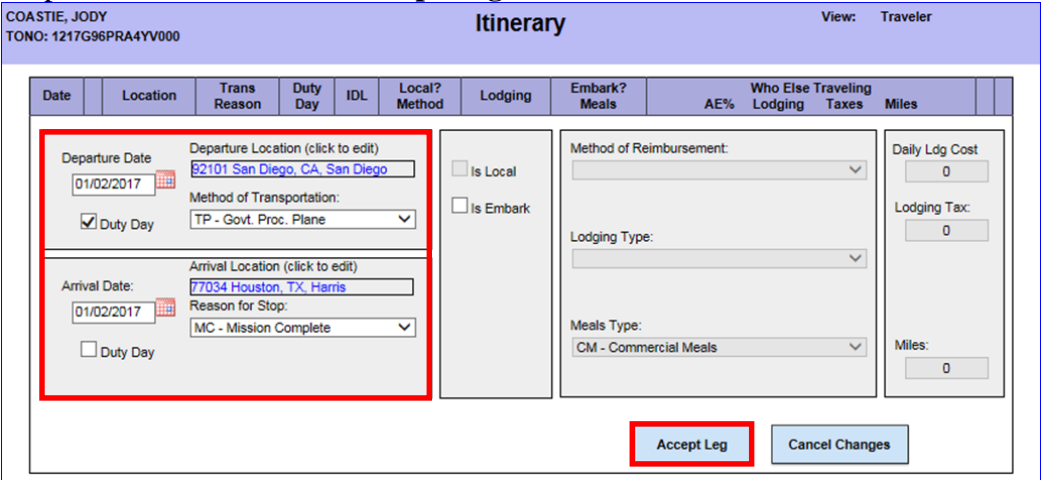
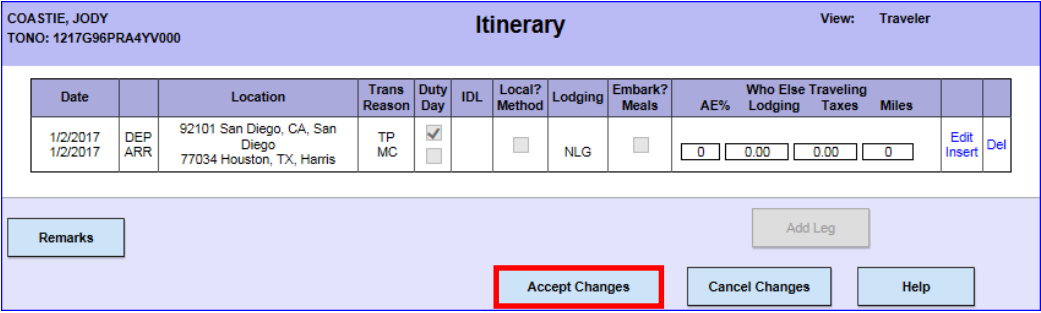
Procedures See below.

Step	Action
1	<p>The only difference between a PCS via flight for with dependents versus without dependents, is you select all family members on this screen before entering the itinerary. Then click Next.</p> 

Continued on next page

Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action
2	<p>When entering the Itinerary, make sure the Departure Date is the date you left your unit. The Departure Location should default to your current PDS. Change the Method of Transportation to TP - Govt. Procured Plane (ALWAYS USE FOR PCS, NOT CP). The Arrival Date should be the date you actually arrived. If this is your final destination, select MC - Mission Complete in the Reason for Stop. When finished, click Accept Leg.</p> 
3	<p>Click Accept Changes.</p> 

Continued on next page

Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action																								
4	<p>Now you must add your airfare as a reimbursable expense. Click Add/Edit Trip Expense.</p> <div><div>COASTIE, JODY</div><div>Enroute PCS Travel</div><div>View: Traveler</div></div> <div><div>TONO: 1217G96PRA4YV000</div><div>Proceed Date: 1/1/2017</div><div>Type of order: PCS</div><div>Number of Days: 23</div><div>End Date: 1/23/2017</div></div> <div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div> <div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td colspan="3"><div>Add / Edit Trip Expenses</div></td></tr></tbody></table></div> <div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div>	Date	Description	Claimed	<div>Add / Edit Trip Expenses</div>																				
Date	Description	Claimed																							
<div>Add / Edit Trip Expenses</div>																									
5	<p>Make sure you add the airfare expenses for both you and your dependent(s), as well as the AdTrav Fee. When finished, click Accept Changes.</p> <div><div>COASTIE, JODY</div><div>TONO: 1217G96PRA4YV000</div><div>Reimbursable Expenses</div><div>View: Traveler</div></div> <div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th><th>Dep?</th><th></th><th></th></tr></thead><tbody><tr><td>1/2/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>222.00</td><td><input type="checkbox"/></td><td>Edit</td><td>Delete</td></tr><tr><td>1/2/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>222.00</td><td><input checked="" type="checkbox"/></td><td>Edit</td><td>Delete</td></tr><tr><td>1/2/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>22.00</td><td><input type="checkbox"/></td><td>Edit</td><td>Delete</td></tr></tbody></table></div> <div><div>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</div><div>Add Expense</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div>	Date	Description	Claimed	Dep?			1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	222.00	<input type="checkbox"/>	Edit	Delete	1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	222.00	<input checked="" type="checkbox"/>	Edit	Delete	1/2/2017	SATO-CTO-TMC SVC PROC FEE	22.00	<input type="checkbox"/>	Edit	Delete
Date	Description	Claimed	Dep?																						
1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	222.00	<input type="checkbox"/>	Edit	Delete																				
1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	222.00	<input checked="" type="checkbox"/>	Edit	Delete																				
1/2/2017	SATO-CTO-TMC SVC PROC FEE	22.00	<input type="checkbox"/>	Edit	Delete																				

Continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the **Manage Images** section of TPAX. **The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.**

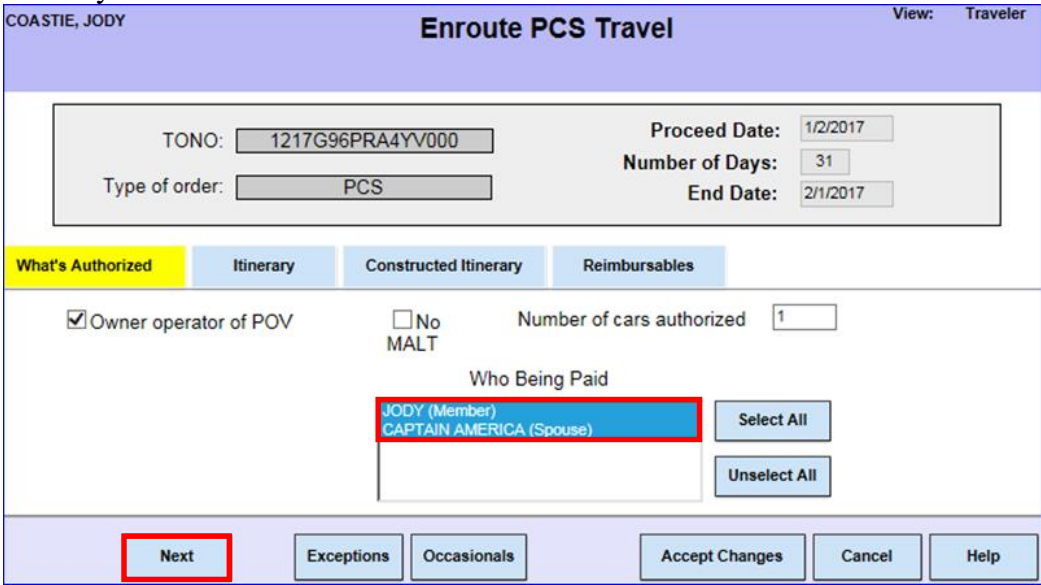
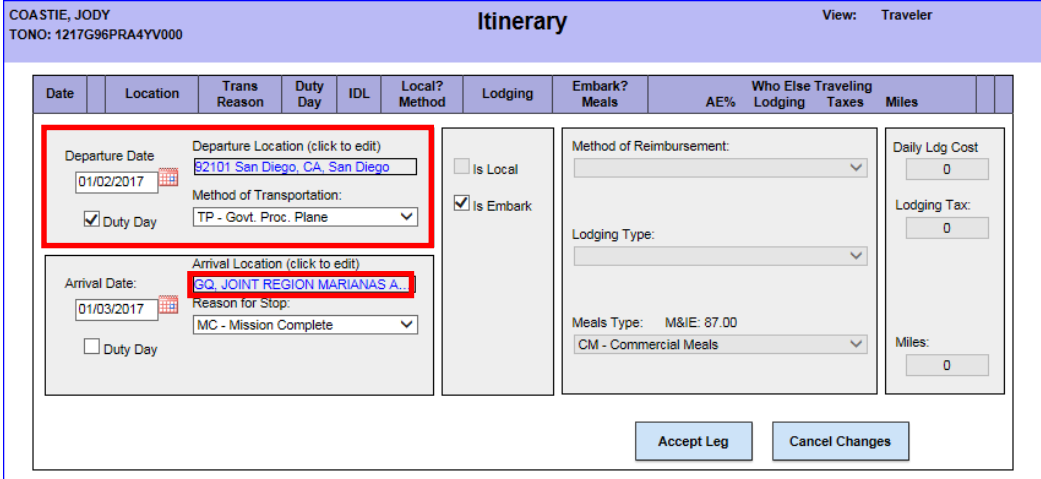
Flying – CONUS to OCONUS

Introduction

This section shows how to account for a member who flew from their old PDS (CONUS) to their new PDS (Outside the Continental US or OCONUS).

Procedures

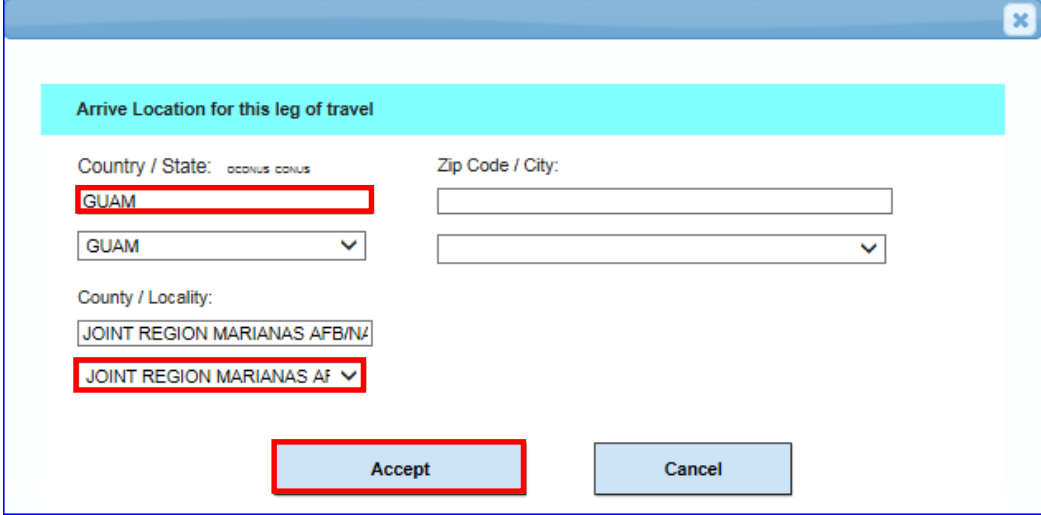
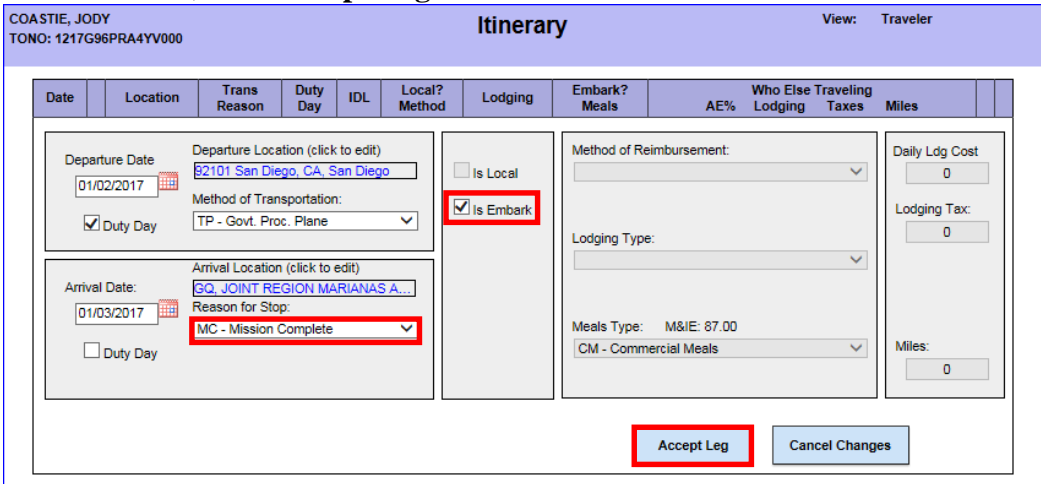
See below.

Step	Action
1	<p>The only difference between a PCS via flight for with dependents versus without dependents, is you select all family members on this screen before entering the itinerary. Click Next.</p> 
2	<p>When entering the Itinerary, make sure the Departure Date is the actual date you flew. Change the Method of Transportation to TP - Government Procured Plane. The Arrival Date should be the date you actually arrived. Click the Arrival Location link.</p> 

Continued on next page

Flying – CONUS to OCONUS, Continued

Procedures,
continued

Step	Action
3	<p>When selecting territories or foreign countries, type out the full name of the locality, then use the drop-down to find the county/locality in which the PDS is located. If you do not find the exact one, select OTHER. Then click Accept.</p> 
4	<p>In the Reason for Stop, select MC - Mission Complete if this is your final destination. Check the Is Embark box since you will be flying over the ocean. When finished, click Accept Leg.</p> 

Continued on next page

Flying – CONUS to OCONUS, Continued

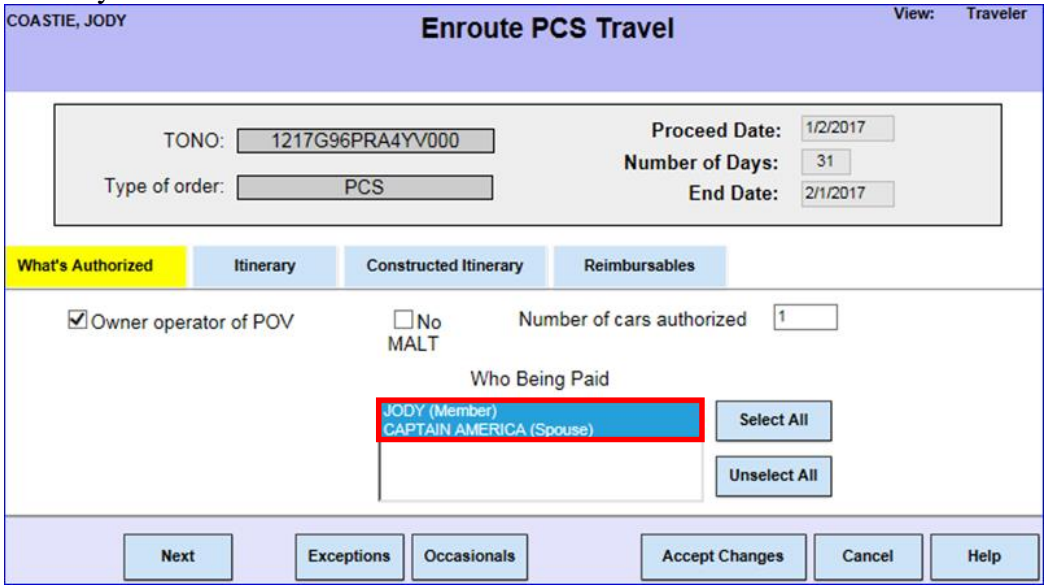
Procedures,
continued

Step	Action																																																
5	<p>Review your itinerary and if correct, click Accept changes and continue with the rest of your claim.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>ItineraryView: Traveler</div><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr></thead><tbody><tr><td>1/2/2017</td><td>DEP</td><td>92101 San Diego, CA, San Diego</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1/3/2017</td><td>ARR</td><td>GQ, JOINT REGION MARIANAS AFB/NAV</td><td>MC</td><td><input type="checkbox"/></td><td>WEST</td><td><input type="checkbox"/></td><td>NLG</td><td><input checked="" type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td></td><td>Edit</td><td>Del</td></tr></tbody></table><div><div>Remarks</div><div>Add Leg</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div> <p>Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/2/2017	DEP	92101 San Diego, CA, San Diego	TP	<input checked="" type="checkbox"/>												1/3/2017	ARR	GQ, JOINT REGION MARIANAS AFB/NAV	MC	<input type="checkbox"/>	WEST	<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0	0.00	0.00	0		Edit	Del
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles																																				
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1/3/2017	ARR	GQ, JOINT REGION MARIANAS AFB/NAV	MC	<input type="checkbox"/>	WEST	<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0	0.00	0.00	0		Edit	Del																																		

Flying – OCONUS to OCONUS

Introduction This section shows how to account for a member who flew from their old PDS (OCONUS) to their new PDS (OCONUS).

Procedures See below.

Step	Action
1	<p>The only difference between a PCS via flight for with dependents versus without dependents, is you select all family members on this screen before entering the itinerary.</p> 

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Flying – OCONUS to OCONUS, Continued

Procedures,
continued

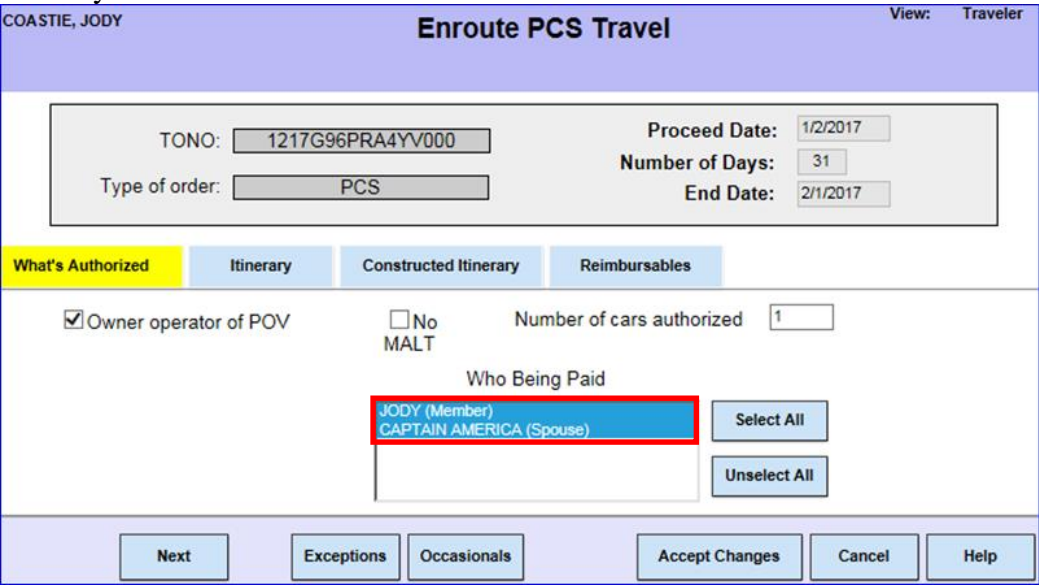
Step	Action																								
2	<p>When flying OCONUS to OCONUS, make sure you select TP – Govt. Proc. Plane for your Method of Transportation, NOT CP for Commercial Plane. Also make sure and check the Is Embark box since you will be flying over the ocean. When finished, click Accept Leg.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div><div>Itinerary</div><div>View: Traveler</div></div><table><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr><tr><td colspan="12"><div><div><div>Departure Date: 01/04/2017</div><div>Departure Location (click to edit): 9615 Kodiak, AK, Kodiak Island B...</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/04/2017</div><div>Arrival Location (click to edit): 96813 Honolulu, HI HAWAII, Honol...</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div><input checked="" type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div></td></tr></table><div><div>Accept Leg</div><div>Cancel Changes</div></div></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div><div><div>Departure Date: 01/04/2017</div><div>Departure Location (click to edit): 9615 Kodiak, AK, Kodiak Island B...</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/04/2017</div><div>Arrival Location (click to edit): 96813 Honolulu, HI HAWAII, Honol...</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input checked="" type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div>											
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You'll need to add your airfare and AdTrav fee as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the **Manage Images** section of TPAX. **The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.**

Flying – OCONUS to CONUS

Introduction This section shows how to account for a member who flew from their old PDS (OCONUS) to their new PDS (CONUS).

Procedures See below.

Step	Action
1	<p>The only difference between a PCS via flight for with dependents versus without dependents, is you select all family members on this screen before entering the itinerary.</p> 

Continued on next page

Flying – OCONUS to CONUS, Continued

Procedures, continued

Step	Action																								
2	<p>When flying OCONUS to CONUS, make sure you select TP – Govt. Proc. Plane for your Method of Transportation, NOT CP for Commercial Plane. Also make sure and check the Is Embark box since you will be flying over the ocean. When finished, click Accept Leg.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div><div>Itinerary</div><div>View: Traveler</div></div><table><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr><tr><td colspan="12"><div><div><div>Departure Date: 01/04/2017</div><div>Departure Location (click to edit): 96813 Honolulu, HI HAWAII, Honolulu...</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/04/2017</div><div>Arrival Location (click to edit): 94501 Alameda, CA, Alameda</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div><input checked="" type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div></td></tr></table><div><div>Accept Leg</div><div>Cancel Changes</div></div></div> <p>You'll need to add your airfare and AdTrav fee as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div><div><div>Departure Date: 01/04/2017</div><div>Departure Location (click to edit): 96813 Honolulu, HI HAWAII, Honolulu...</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/04/2017</div><div>Arrival Location (click to edit): 94501 Alameda, CA, Alameda</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input checked="" type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div>											
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Home to 1st PDS (Cadets) or Direct Commission

Introduction This section shows how to account for a member who is going from their home to their first duty station (CG Academy).

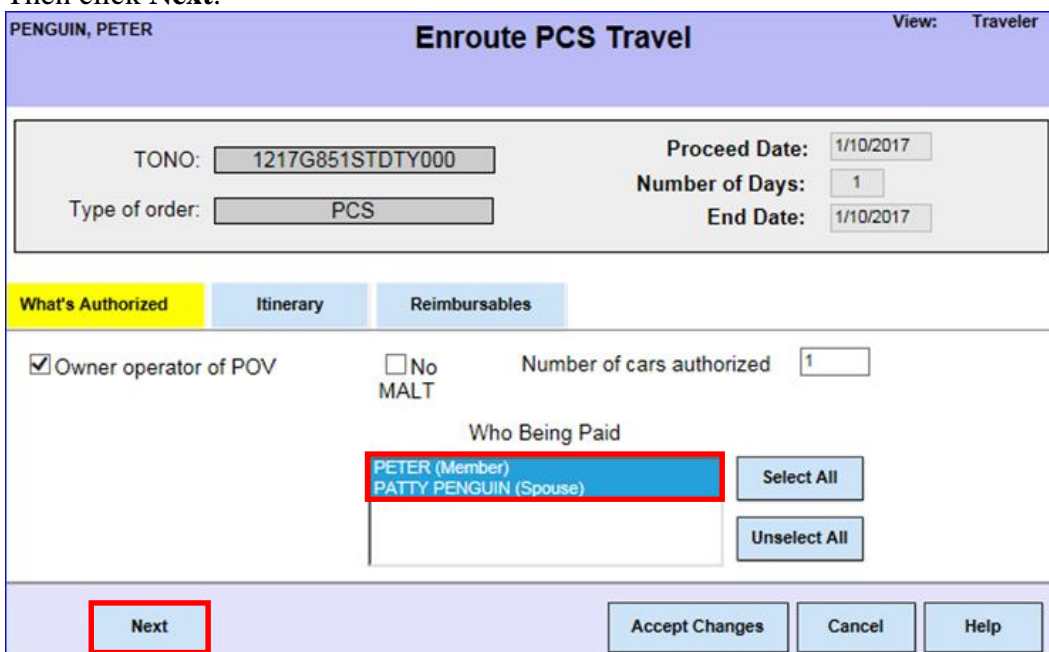
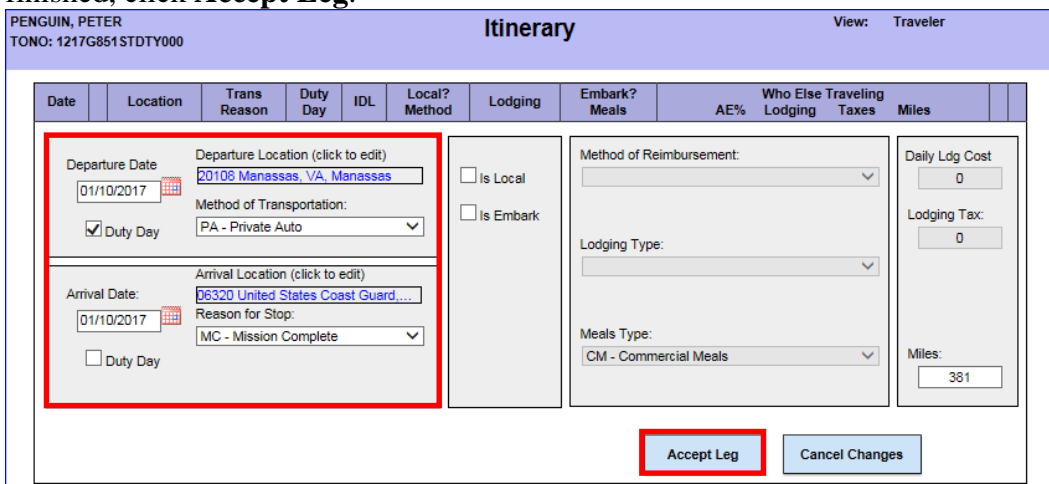
Procedures See below.

Step	Action						
1	<p>Enter your home address at your new PDS. Then click Next.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p>Settlement Request View: Traveler</p><p>Type of order: PCS Covered from: 1/10/2017 to: 1/10/2017 Type of Settlement Partial Type of Partial: Not a Partial</p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>* Address 1: 15 MOHEGAN AVE Address 2: * City: NEW LONDON * Country/State: CT CONNECTICUT * Zip: 06320</p><p>Next Manage Images Receipts SAVE Cancel Help</p></div>						
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p>Settlement Request View: Traveler</p><p>Type of order: PCS Covered from: 1/10/2017 to: 1/10/2017 Type of Settlement Partial Type of Partial: Not a Partial</p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>Travel Not Performed: <input type="checkbox"/> Effective Date: 01/10/2017</p><table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td>Enroute PCS Travel</td><td></td><td></td></tr></tbody></table><p><= Add This Entitlement</p><p>Back Next Manage Images Receipts SAVE Cancel Help</p></div>	Entitlement Type	Dates Encompassed	Status	Enroute PCS Travel		
Entitlement Type	Dates Encompassed	Status					
Enroute PCS Travel							

Continued on next page

Home to 1st PDS (Cadets) or Direct Commission, Continued

Procedures,
continued

Step	Action
3	<p>Select all family members since they are traveling together in the same POV. Then click Next.</p> 
4	<p>Enter in the itinerary. Members can either drive, fly, take a train or bus. When finished, click Accept Leg.</p> 

Continued on next page

Home to 1st PDS (Cadets) or Direct Commission, Continued

Procedures,
continued

Step	Action																																																												
5	<p>Once you have input the itinerary and reimbursable expenses, check the Computations tab for accuracy.</p> <div><div>PENGUIN, PETER TONO: 1217G851STDY000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div><div>Type of order: PCS Covered from: 1/10/2017 to: 1/10/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div> <table><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="2"><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>142.00</td></tr><tr><td>Memb/Emp MALT</td><td>72.39</td></tr><tr><td>Dep Per Diem</td><td>106.50</td></tr></tbody></table></td><td colspan="4"><table><tbody><tr><td>Total Entitlement</td><td>320.89</td></tr><tr><td>Deductions</td><td>0.00</td></tr><tr><td>Partial Payments</td><td>0.00</td></tr><tr><td>Amount Payable</td><td>320.89</td></tr><tr><td>Advances</td><td>0.00</td></tr></tbody></table></td></tr><tr><td colspan="2">Method of Payment Direct Deposit</td><td colspan="4"><table><tbody><tr><td>Due Employee</td><td>320.89</td></tr><tr><td>Split Payment</td><td>0.00</td></tr><tr><td>Computed Split</td><td>0.00</td></tr></tbody></table></td></tr><tr><td colspan="2">Apply Advances</td><td colspan="4">Enter amount in Split Payment field to pay GTCC</td></tr><tr><td colspan="6">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</td></tr><tr><td>Back</td><td>Next</td><td>Manage Images</td><td>Receipts</td><td>SAVE</td><td>Cancel Help</td></tr></tbody></table> <p>Continue with the rest of your claim. Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>142.00</td></tr><tr><td>Memb/Emp MALT</td><td>72.39</td></tr><tr><td>Dep Per Diem</td><td>106.50</td></tr></tbody></table>		Description	Total	Memb/Emp PCS Per Diem	142.00	Memb/Emp MALT	72.39	Dep Per Diem	106.50	<table><tbody><tr><td>Total Entitlement</td><td>320.89</td></tr><tr><td>Deductions</td><td>0.00</td></tr><tr><td>Partial Payments</td><td>0.00</td></tr><tr><td>Amount Payable</td><td>320.89</td></tr><tr><td>Advances</td><td>0.00</td></tr></tbody></table>				Total Entitlement	320.89	Deductions	0.00	Partial Payments	0.00	Amount Payable	320.89	Advances	0.00	Method of Payment Direct Deposit		<table><tbody><tr><td>Due Employee</td><td>320.89</td></tr><tr><td>Split Payment</td><td>0.00</td></tr><tr><td>Computed Split</td><td>0.00</td></tr></tbody></table>				Due Employee	320.89	Split Payment	0.00	Computed Split	0.00	Apply Advances		Enter amount in Split Payment field to pay GTCC				This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed						Back	Next	Manage Images	Receipts	SAVE	Cancel Help
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Mixed Mode – Alaska Ferry with POV

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove from their old PDS in Mobile, AL to Bellingham, WA. There they met the ferry which took them to their new PDS in Kodiak, AK.

Procedures

See below.

Step	Action						
1	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><div>PENGUIN, PETER TONO: 1217G851STDY000</div><div>Settlement RequestView: Traveler</div><div><div>Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div><div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: 02/03/2017</div><table><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td>Enroute PCS Travel</td><td></td><td><= Add This Entitlement</td></tr></tbody></table><div><div>Back Next Manage Images</div><div>Receipts SAVE Cancel Help</div></div></div></div>	Entitlement Type	Dates Encompassed	Status	Enroute PCS Travel		<= Add This Entitlement
Entitlement Type	Dates Encompassed	Status					
Enroute PCS Travel		<= Add This Entitlement					

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Mixed Mode – Alaska Ferry with POV, Continued

Procedures,
continued

Step	Action																					
2	<p>Check Owner operator of POV, enter the Number of cars authorized (in this case will be 2) and select Who is being paid (travelers). Then click Next.</p> <div> <div>PENGUIN, PETER</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> <div> <div>TONO: 1217G851STDY000</div> <div>Proceed Date: 2/3/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 18</div> <div>End Date: 2/20/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <div> <div><input checked="" type="checkbox"/> Owner operator of POV</div> <div><input type="checkbox"/> No MALT</div> <div>Number of cars authorized 2</div> </div> <div> <div>Who Being Paid</div> <div> <div>PETER (Member)</div> <div>PATTY PENGUIN (Spouse)</div> </div> <div> <div>Select All</div> <div>Unselect All</div> </div> </div> <div> <div>Next</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>																					
3	<p>Enter your first leg of travel showing the drive to Bellingham, WA. Select AT to signify awaiting transportation on the Alaskan Ferry. Click Accept Leg.</p> <div> <div>PENGUIN, PETER</div> <div>Itinerary</div> <div>View: Traveler</div> <div>TONO: 1215G85M2M100000</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> <div>Departure Date: 02/03/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div> </td><td> <div>Departure Location (click to edit): 36606 Mobile, AL, Mobile</div> <div>Method of Transportation: PA - Private Auto</div> </td><td></td><td></td><td></td><td> <div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div> </td><td> <div>Method of Reimbursement: LDP - Lodging Plus</div> <div>Lodging Type:</div> <div>Meals Type: CM - Commercial Meals</div> </td><td> <div>Who Else Traveling: </div> <div>AE%: </div> </td><td> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 2802</div> </td></tr> </tbody> </table> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging Taxes	Miles	<div>Departure Date: 02/03/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div>	<div>Departure Location (click to edit): 36606 Mobile, AL, Mobile</div> <div>Method of Transportation: PA - Private Auto</div>				<div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div>	<div>Method of Reimbursement: LDP - Lodging Plus</div> <div>Lodging Type:</div> <div>Meals Type: CM - Commercial Meals</div>	<div>Who Else Traveling: </div> <div>AE%: </div>	<div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 2802</div>
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Mixed Mode – Alaska Ferry with POV, Continued

Procedures,
continued

Step	Action																													
4	<p>Enter the next leg of travel and arrival date to your destination in Alaska. Use AF to designate the Alaska Marine Highway System (AMHS). The Departure and Arrival dates for the Ferry MUST match the Alaska Marine Highway Itinerary exactly. PPC cannot process an AMHS claim without the itinerary attached. The Is Embark box will be automatically checked by TPAX. When finished, click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1215G85M2M100000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th></tr> </thead> <tbody> <tr> <td>2/3/2017 2/11/2017</td><td>DEP ARR</td><td>36606 Mobile, AL, Mobile 98225 Bellingham, WA, Whatcom</td><td>PA AT</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td></td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>2802</td><td></td></tr> </tbody> </table> <div> <div> <div> Departure Date 02/11/2017 </div> <div> Departure Location (click to edit) 98225 Bellingham, WA, Whatcom </div> <div> Method of Transportation: AF - Alaskan Ferry System </div> </div> <div> <div> Arrival Date 02/15/2017 </div> <div> Arrival Location (click to edit) 99615 Kodiak, AK, ALASKA, Kodiak </div> <div> Reason for Stop: MC - Mission Complete </div> </div> </div> <div> <input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost 0 Lodging Tax: 0 Miles: 0 </div> <div> Accept Leg Cancel Changes </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles		2/3/2017 2/11/2017	DEP ARR	36606 Mobile, AL, Mobile 98225 Bellingham, WA, Whatcom	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0	0.00	0.00	2802	
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Mixed Mode – Alaska Ferry with POV, Continued

Procedures,
continued

Step	Action														
6	<p>Click Calcs to view the daily breakdown.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <div> Remit To Transactions Entitlements Computations Financial Remarks </div> <div> Travel Not Performed: <input type="checkbox"/> Effective Date: 2/3/2017 </div> <table border="1"> <thead> <tr> <th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr> </thead> <tbody> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>2/3/2017-2/14/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </tbody> </table> <div> DLA <= Add This Entitlement </div> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	2/3/2017-2/14/2017	Validated Data	Delete	Calcs	Comp
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Mixed Mode – Alaska Ferry with POV, Continued

Procedures,
continued

Step	Action												
8	<p>Once the DLA is added, check the Computations tab for accuracy. Apply Advances if necessary and continue with the rest of your claim.</p> <div><div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Traveler</div></div><div><div>Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div><div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>1,492.75</td></tr><tr><td>Memb/Emp MALT</td><td>532.38</td></tr><tr><td>Dep Per Diem</td><td>1,119.56</td></tr><tr><td>Dep. MALT</td><td>532.38</td></tr><tr><td>DLA</td><td>2,113.50</td></tr></tbody></table><div>Method of Payment Direct Deposit</div><div>Apply Advances</div><div>Total Entitlement 5,790.57 Deductions 0.00 Partial Payments 0.00 Amount Payable 5,790.57 Advances 0.00 Due Employee 5,790.57 Split Payment 0.00 Computed Split 0.00 <small>Enter amount in Split Payment field to pay GTCC</small></div><div>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div></div><p>Don't forget to add all Reimbursable expenses including: Ferry receipts, tolls and any receipts for claimed items over \$75.00. Use the Manage Images function to attach them to your claim along with the Alaska Marine Highway Itinerary. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p></div>	Description	Total	Memb/Emp PCS Per Diem	1,492.75	Memb/Emp MALT	532.38	Dep Per Diem	1,119.56	Dep. MALT	532.38	DLA	2,113.50
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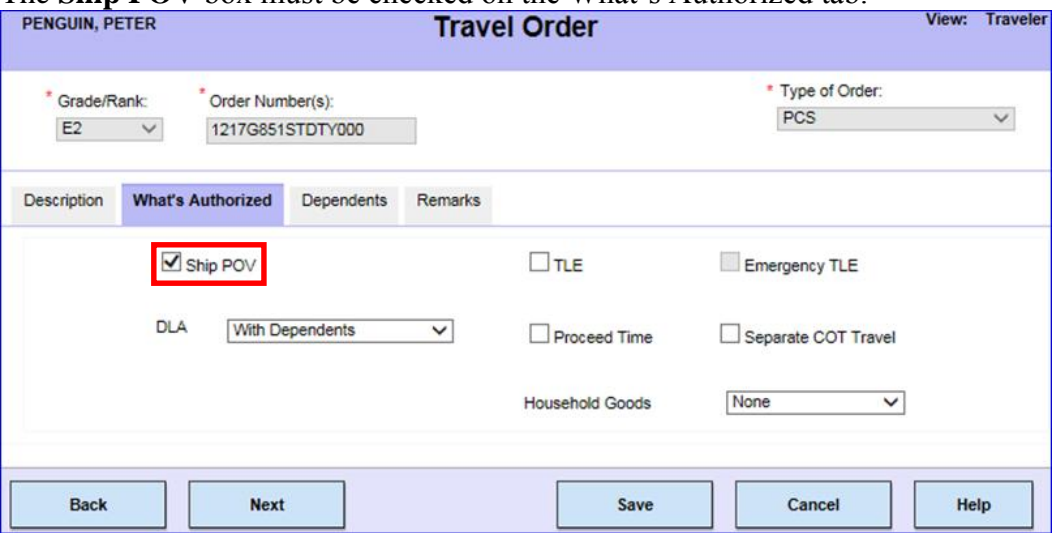
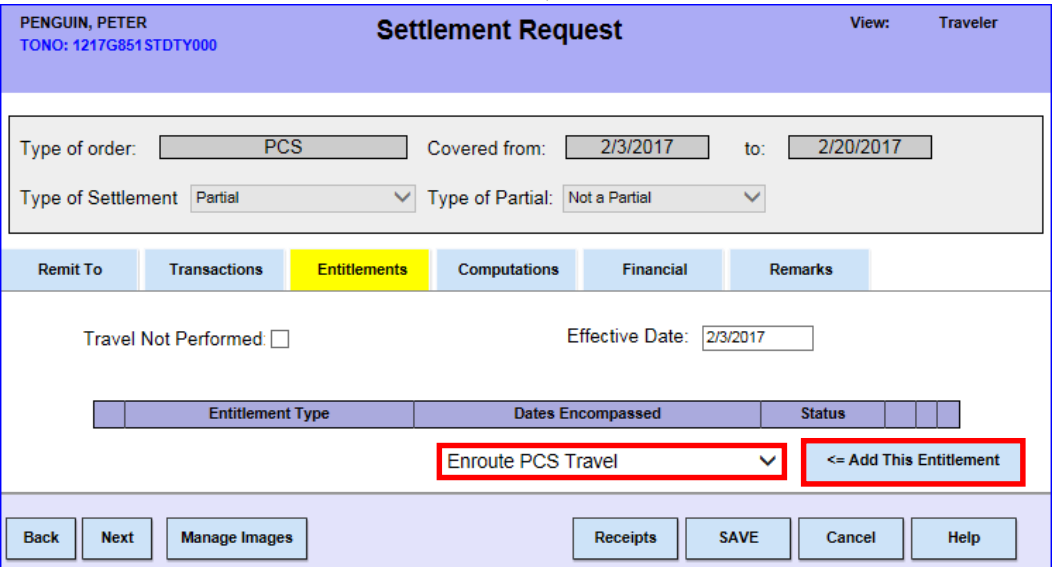
Mixed Mode – Alaska Ferry with POV Shipment

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member completed a PCS to Alaska with two POVs. They shipped one vehicle and drove the other one.

Procedures

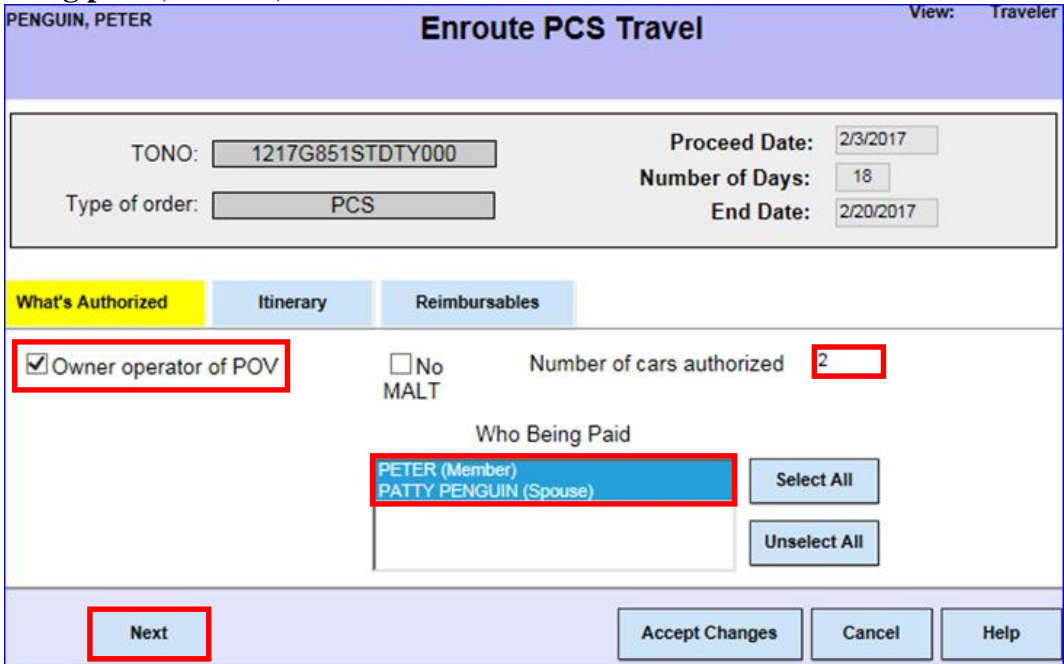
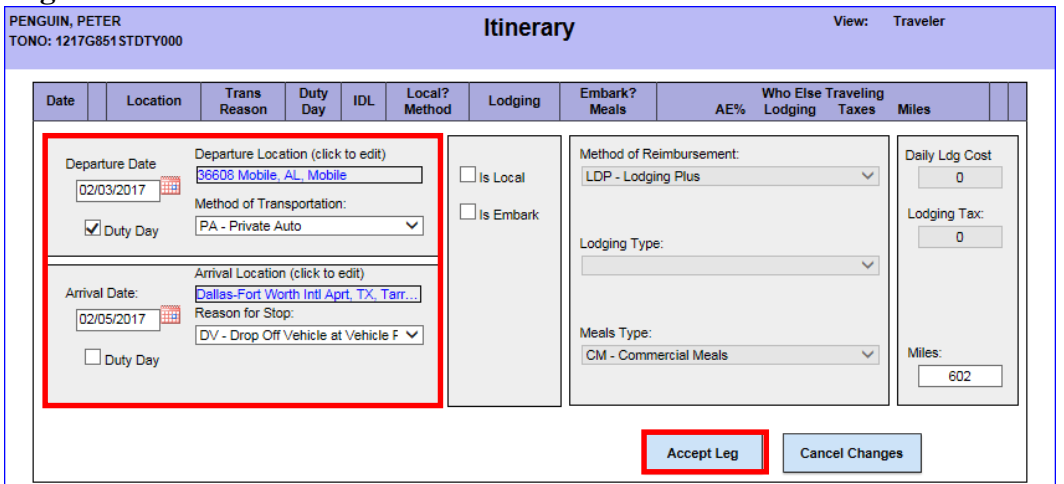
See below.

Step	Action
1	<p>The Ship POV box must be checked on the What's Authorized tab.</p> 
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> 

Continued on next page

Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures,
continued

Step	Action																																				
3	<p>Check Owner operator of POV, enter the Number of cars authorized (in this case 2, since you're driving both to the shipping location) and select Who is being paid (travelers). Then click Next.</p>  <p>PENGUIN, PETER View: Traveler</p> <h3 style="text-align: center;">Enroute PCS Travel</h3> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>TONO: <input type="text" value="1217G851STDY000"/> Proceed Date: <input type="text" value="2/3/2017"/></p> <p>Type of order: <input type="text" value="PCS"/> Number of Days: <input type="text" value="18"/> End Date: <input type="text" value="2/20/2017"/></p> </div> <div style="margin: 5px;"> <p>What's Authorized Itinerary Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized <input type="text" value="2"/></p> <p>Who Being Paid</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> PETER (Member) PATTY PENGUIN (Spouse) </div> <div style="margin-left: 10px;"> <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> </div> </div> <div style="margin-top: 10px; text-align: right;"> <input type="button" value="Next"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div>																																				
4	<p>Enter the first leg of travel from your old PDS to the vehicle drop off. Select DV-Drop Off Vehicle at Vehicle Port as your Reason for Stop. Then click Accept Leg.</p>  <p>PENGUIN, PETER View: Traveler</p> <h3 style="text-align: center;">Itinerary</h3> <p>TONO: 1217G851STDY000</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>02/03/2017</td><td>36606 Mobile, AL, Mobile</td><td>PA - Private Auto</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>02/05/2017</td><td>Dallas-Fort Worth Intl Aprt, TX, Tarr...</td><td>DV - Drop Off Vehicle at Vehicle F</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div style="margin-top: 10px; text-align: right;"> <input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging Taxes	Miles	02/03/2017	36606 Mobile, AL, Mobile	PA - Private Auto	<input checked="" type="checkbox"/>									02/05/2017	Dallas-Fort Worth Intl Aprt, TX, Tarr...	DV - Drop Off Vehicle at Vehicle F	<input type="checkbox"/>								
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Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures,
continued

Step	Action																																							
5	<p>Now enter the drive to Bellingham, WA to meet the ferry. Then click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Embark? Meals</th> <th>AE%</th> <th>Who Else Traveling</th> <th>Lodging Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>2/3/2017 2/5/2017</td> <td>DEP ARR</td> <td>36608 Mobile, AL, Mobile Dallas-Fort Worth Intl Apt, TX, Tarrant</td> <td>PA DV</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>NLG</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>602</td> </tr> </tbody> </table> <div> <div> Departure Date: 02/05/2017 <input type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): Dallas-Fort Worth Intl Apt, TX, Tarr... Method of Transportation: PA - Private Auto </div> <div> Arrival Date: 02/10/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): 98225 Bellingham, WA, Whatcom Reason for Stop: AT - Awaiting Transportation </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: LDP - Lodging Plus Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 2265 </div> </div> <div> Accept Leg Cancel Changes </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	2/3/2017 2/5/2017	DEP ARR	36608 Mobile, AL, Mobile Dallas-Fort Worth Intl Apt, TX, Tarrant	PA DV	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	NLG	<input type="checkbox"/>	0	0.00	0.00	602													
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6	<p>Enter the final leg of travel and arrival date to your destination in Alaska. Use AF to designate the Alaska Marine Highway System (AMHS). The Departure and Arrival dates for the Ferry MUST match the Alaska Marine Highway Itinerary exactly. PPC cannot process an AMHS claim without the itinerary attached. The Is Embark box will be automatically checked by TPAX. When finished, click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Embark? Meals</th> <th>AE%</th> <th>Who Else Traveling</th> <th>Lodging Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>2/3/2017 2/5/2017</td> <td>DEP ARR</td> <td>36608 Mobile, AL, Mobile Dallas-Fort Worth Intl Apt, TX, Tarrant</td> <td>PA DV</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>NLG</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>602</td> </tr> <tr> <td>2/5/2017 2/10/2017</td> <td>DEP ARR</td> <td>Dallas-Fort Worth Intl Apt, TX, Tarrant 98225 Bellingham, WA, Whatcom</td> <td>PA AT</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td></td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>2265</td> </tr> </tbody> </table> <div> <div> Departure Date: 02/10/2017 <input type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): 98225 Bellingham, WA, Whatcom Method of Transportation: AF - Alaskan Ferry System </div> <div> Arrival Date: 02/14/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): 99501 Anchorage, AK ALASKA, An... Reason for Stop: MC - Mission Complete </div> <div> <input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0 </div> </div> <div> Accept Leg Cancel Changes </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	2/3/2017 2/5/2017	DEP ARR	36608 Mobile, AL, Mobile Dallas-Fort Worth Intl Apt, TX, Tarrant	PA DV	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	NLG	<input type="checkbox"/>	0	0.00	0.00	602	2/5/2017 2/10/2017	DEP ARR	Dallas-Fort Worth Intl Apt, TX, Tarrant 98225 Bellingham, WA, Whatcom	PA AT	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0	0.00	0.00	2265
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Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures,
continued

Step	Action																																																												
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Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures,
continued

Step	Action																																				
9	<p>Enter the itinerary to show your travel to the vehicle pick up location. Make sure you select PV – Pick Up Vehicle at Vehicle Port for the Reason for Stop, then click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Itinerary View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>02/17/2017</td><td>99501 Anchorage, AK ALASKA, An...</td><td>PA - Private Auto</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div> Departure Date: 02/17/2017 <input checked="" type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): 99501 Anchorage, AK ALASKA, An... Method of Transportation: PA - Private Auto </div> </div> <div> <div> Arrival Date: 02/17/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): Fairbanks, AK ALASKA, Fairbanks... Reason for Stop: PV - Pick Up Vehicle at Vehicle P... </div> </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: LDP - Lodging Plus Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 360 </div> <div> Accept Leg Cancel Changes </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Lodging	Taxes	Miles	02/17/2017	99501 Anchorage, AK ALASKA, An...	PA - Private Auto	<input checked="" type="checkbox"/>																				
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Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures,
continued

Step	Action																																																																											
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12	<p>Once the DLA is added, check the Computations tab for accuracy. Apply Advances if necessary and continue with the rest of your claim.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <table border="1"> <thead> <tr> <th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td colspan="5"> <table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,233.50</td></tr> <tr> <td>Memb/Emp Transportation</td><td>385.56</td></tr> <tr> <td>Memb/Emp MALT</td><td>544.73</td></tr> <tr> <td>Dep Per Diem</td><td>925.13</td></tr> <tr> <td>Dep. MALT</td><td>114.38</td></tr> <tr> <td>DLA</td><td>2,113.50</td></tr> </tbody> </table> </td><td> Total Entitlement 5,316.80 Deductions 0.00 Partial Payments 0.00 Amount Payable 5,316.80 Advances 0.00 </td></tr> <tr> <td colspan="5"> Method of Payment: Direct Deposit </td><td> Due Employee 5,316.80 Split Payment 0.00 Computed Split 0.00 </td></tr> <tr> <td colspan="5"> <div>Apply Advances</div> <p><small>Enter amount in Split Payment field to pay GTCC</small></p> <p><small>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</small></p> </td><td></td></tr> </tbody> </table> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,233.50</td></tr> <tr> <td>Memb/Emp Transportation</td><td>385.56</td></tr> <tr> <td>Memb/Emp MALT</td><td>544.73</td></tr> <tr> <td>Dep Per Diem</td><td>925.13</td></tr> <tr> <td>Dep. MALT</td><td>114.38</td></tr> <tr> <td>DLA</td><td>2,113.50</td></tr> </tbody> </table>					Description	Total	Memb/Emp PCS Per Diem	1,233.50	Memb/Emp Transportation	385.56	Memb/Emp MALT	544.73	Dep Per Diem	925.13	Dep. MALT	114.38	DLA	2,113.50	Total Entitlement 5,316.80 Deductions 0.00 Partial Payments 0.00 Amount Payable 5,316.80 Advances 0.00	Method of Payment: Direct Deposit					Due Employee 5,316.80 Split Payment 0.00 Computed Split 0.00	<div>Apply Advances</div> <p><small>Enter amount in Split Payment field to pay GTCC</small></p> <p><small>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</small></p>																																										
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Don't forget to add all Reimbursable expenses including: Ferry receipts, tolls and any receipts for claimed items over \$75.00. Use the **Manage Images** function to attach them to your claim along with the Alaska Marine Highway Itinerary. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.**

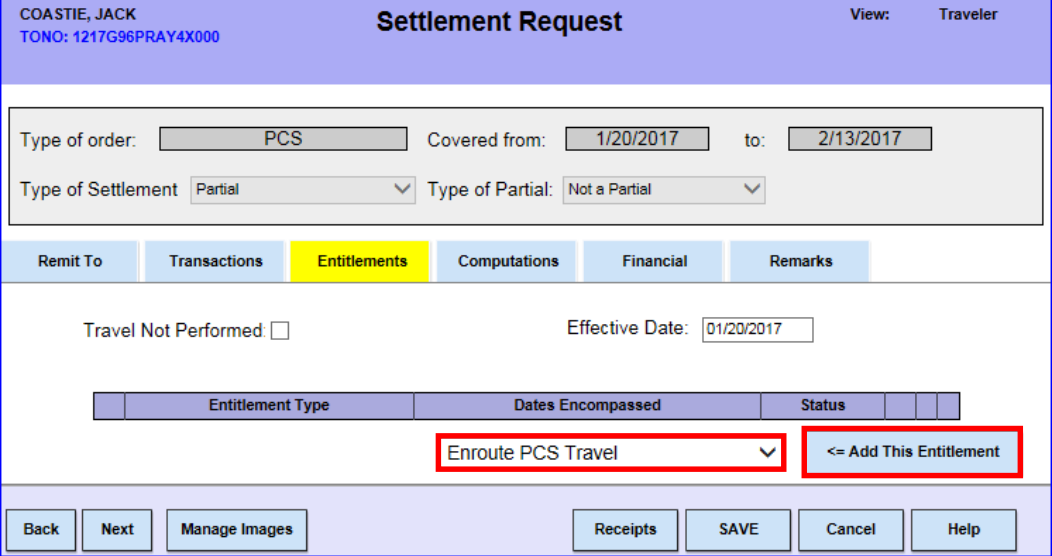
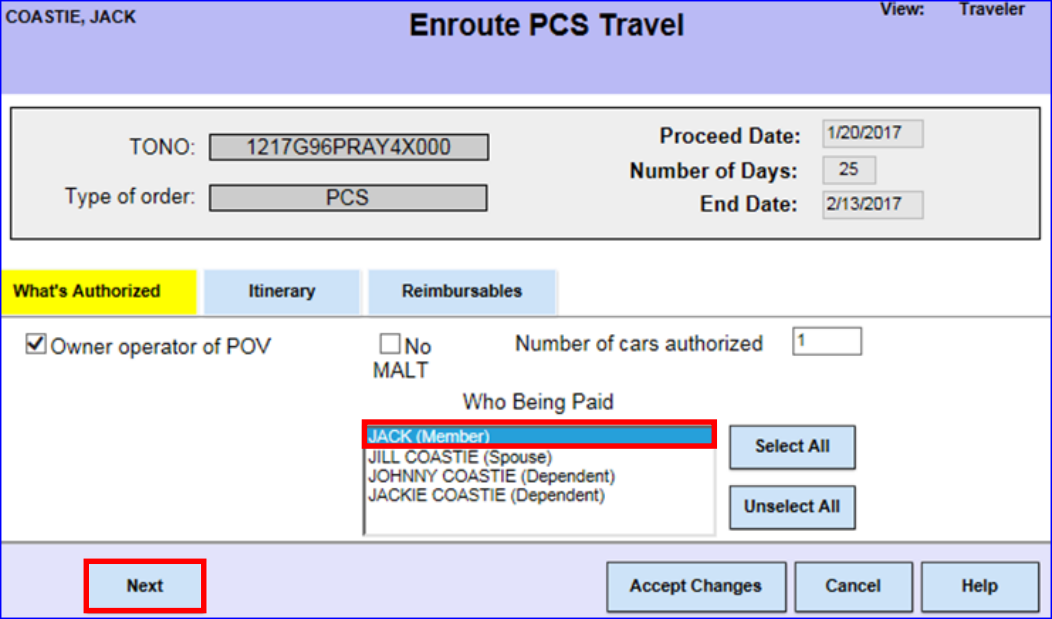
Mixed Mode – Fly/Drive to PDS

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member traveled from “A” school to Chicago (Home Of Record/HOR) to pick up their family, then they drove their 2 vehicles to the new PDS.

Procedures

See below.

Step	Action
1	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> 
2	<p>The member's family cannot travel from Petaluma – only from their HOR. So the member will select himself for travel from Petaluma to the HOR. Click Next.</p> 

Continued on next page

Mixed Mode – Fly/Drive to PDS, Continued

Procedures,
continued

Step	Action																																				
3	<p>Enter the member's first leg of travel. If the member goes on leave at this locality enter LV – Leave, if he is taking off immediately use AT – Awaiting Transportation. Then click Accept Leg.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>01/20/2017</td><td>Petaluma USCG Trng Ctr, CA, Son...</td><td>TP - Govt. Proc. Plane</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>01/20/2017</td><td>Chicago, IL, Cook</td><td>LV - Leave</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div> <div>Departure Date: 01/20/2017</div> <div>Departure Location (click to edit): Petaluma USCG Trng Ctr, CA, Son...</div> <div>Method of Transportation: TP - Govt. Proc. Plane</div> <div><input checked="" type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 01/20/2017</div> <div>Arrival Location (click to edit): Chicago, IL, Cook</div> <div>Reason for Stop: LV - Leave</div> <div><input type="checkbox"/> Duty Day</div> </div> </div> <div> <div>Who else is traveling on this leg:</div> <div>JILL COASTIE JOHNNY COASTIE JACKIE COASTIE</div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	01/20/2017	Petaluma USCG Trng Ctr, CA, Son...	TP - Govt. Proc. Plane	<input checked="" type="checkbox"/>									01/20/2017	Chicago, IL, Cook	LV - Leave	<input type="checkbox"/>								
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4	<p>Now enter the member's drive back to their new PDS. When finished, click Accept Leg.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>Petaluma USCG Trng Ctr, CA, Sonoma</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>1/20/2017</td><td>Chicago, IL, Cook</td><td>LV</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div> <div>Departure Date: 01/23/2017</div> <div>Departure Location (click to edit): Chicago, IL, Cook</div> <div>Method of Transportation: PA - Private Auto</div> <div><input type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 02/13/2017</div> <div>Arrival Location (click to edit): 40202 Louisville, KY, Jefferson</div> <div>Reason for Stop: MC - Mission Complete</div> <div><input type="checkbox"/> Duty Day</div> </div> </div> <div> <div>Who else is traveling on this leg:</div> <div>JILL COASTIE JOHNNY COASTIE JACKIE COASTIE</div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/20/2017	Petaluma USCG Trng Ctr, CA, Sonoma	TP	<input checked="" type="checkbox"/>									1/20/2017	Chicago, IL, Cook	LV	<input type="checkbox"/>								
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Mixed Mode – Fly/Drive to PDS, Continued

Procedures,
continued

Step	Action																																																																											
5	<p>Review the itinerary. If correct, click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>DEP</td><td>Petaluma USCG Trng Ctr, CA, Sonoma</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td></td><td>JILL COASTIE</td><td></td><td></td><td>Edit</td><td>Del</td></tr> <tr> <td>1/20/2017</td><td>ARR</td><td>Chicago, IL, Cook</td><td>LV</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Insert</td><td></td></tr> <tr> <td>1/23/2017</td><td>DEP</td><td>Chicago, IL, Cook</td><td>PA</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td></td><td>JILL COASTIE</td><td></td><td></td><td>Edit</td><td>Del</td></tr> <tr> <td>2/13/2017</td><td>ARR</td><td>40202 Louisville, KY, Jefferson</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>303</td><td>Insert</td><td></td></tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/20/2017	DEP	Petaluma USCG Trng Ctr, CA, Sonoma	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>		JILL COASTIE			Edit	Del	1/20/2017	ARR	Chicago, IL, Cook	LV	<input type="checkbox"/>					0	0.00	0.00	0	Insert		1/23/2017	DEP	Chicago, IL, Cook	PA	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>		JILL COASTIE			Edit	Del	2/13/2017	ARR	40202 Louisville, KY, Jefferson	MC	<input type="checkbox"/>					0	0.00	0.00	303	Insert	
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6	<p>The Constructed Itinerary will show the number of miles authorized. Click Next.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 25</div> <div>End Date: 2/13/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Greater than or equal to 24 hours</div> <table border="1"> <thead> <tr> <th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th><th>Mem GTR</th><th>Const. Dep. Date</th><th>Const. Arr. Date</th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>2/13/2017</td><td>40202 Louisville, KENTUCKY</td><td>2327</td><td>0.00</td><td></td><td></td></tr> </tbody> </table> <div>Recalculate Dates</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date	1/20/2017	2/13/2017	40202 Louisville, KENTUCKY	2327	0.00																																																															
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Continued on next page

Mixed Mode – Fly/Drive to PDS, Continued

Procedures,
continued

Step	Action														
7	<p>Add all necessary Reimbursable Expenses, then click Accept Changes.</p> <div><p>COASTIE, JACK View: Traveler</p><h3 style="text-align: center;">Enroute PCS Travel</h3><div><div>TONO: <input type="text" value="1217G96PRAY4X000"/></div><div>Proceed Date: <input type="text" value="1/20/2017"/></div><div>Type of order: <input type="text" value="PCS"/></div><div>Number of Days: <input type="text" value="25"/></div><div>End Date: <input type="text" value="2/13/2017"/></div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div style="background-color: yellow;">Reimbursables</div></div><table border="1"><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>1/20/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>250.00</td></tr><tr><td>1/20/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>7.75</td></tr></tbody></table><div style="text-align: right; border: 2px solid red; padding: 2px;">Add / Edit Trip Expenses</div><div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div style="border: 2px solid red; padding: 2px;">Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Date	Description	Claimed	1/20/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	1/20/2017	SATO-CTO-TMC SVC PROC FEE	7.75					
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8	<p>Now it's time to add the Dependents' travel. Click Add This Entitlement.</p> <div><p>COASTIE, JACK TONO: 1217G96PRAY4X000 View: Traveler</p><h3 style="text-align: center;">Settlement Request</h3><div><div>Type of order: <input type="text" value="PCS"/></div><div>Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/></div><div>Type of Settlement: <input type="text" value="Partial"/></div><div>Type of Partial: <input type="text" value="Not a Partial"/></div></div><div><div>Remit To</div><div>Transactions</div><div style="background-color: yellow;">Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: <input type="text" value="1/20/2017"/></div></div><table border="1"><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/20/2017-2/13/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table><div><div>Enroute PCS Travel</div><div style="border: 2px solid red; padding: 2px;"><= Add This Entitlement</div></div><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp
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Mixed Mode – Fly/Drive to PDS, Continued

Procedures,
continued

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9	<p>Select the rest of the family members, then click Next.</p> <div><p>COASTIE, JACK View: Traveler</p><p style="text-align: center;">Enroute PCS Travel</p><div><p>TONO: <input type="text" value="1217G96PRAY4X000"/> Proceed Date: <input type="text" value="1/20/2017"/> Type of order: <input type="text" value="PCS"/> Number of Days: <input type="text" value="25"/> End Date: <input type="text" value="2/13/2017"/></p><p>What's Authorized Itinerary Reimbursables</p><p><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized <input type="text" value="1"/></p><p>Who Being Paid</p><div><div>JILL COASTIE (Spouse) JOHNNY COASTIE (Dependent) JACKIE COASTIE (Dependent)</div><div>Select All Unselect All</div></div><p><input type="button" value="Next"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div></div>																																																		
10	<p>Enter the dependents' leg of travel, then click Accept Leg.</p> <div><p>COASTIE, JACK View: Traveler</p><p>TONO: 1217G96PRAY4X000 Itinerary</p><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>Miles</th></tr><tr><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>AE% Lodging Taxes</th><th></th></tr></thead><tbody><tr><td>Departure Date: <input type="text" value="01/23/2017"/></td><td>Departure Location (click to edit): <input type="text" value="Chicago, IL, Cook"/></td><td></td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td>Method of Transportation: <input type="text" value="PA - Private Auto"/></td><td><input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark</td><td>Method of Reimbursement: <input type="text"/></td><td></td><td>Daily Ldg Cost: <input type="text" value="0"/></td></tr><tr><td>Arrival Date: <input type="text" value="02/13/2017"/></td><td>Arrival Location (click to edit): <input type="text" value="40202 Louisville, KY, Jefferson"/></td><td></td><td><input type="checkbox"/> Duty Day</td><td></td><td>Reason for Stop: <input type="text" value="MC - Mission Complete"/></td><td></td><td>Lodging Type: <input type="text"/></td><td></td><td>Lodging Tax: <input type="text" value="0"/></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Meals Type: <input type="text" value="CM - Commercial Meals"/></td><td></td><td>Miles: <input type="text" value="303"/></td></tr></tbody></table><p>Who else is traveling on this leg: <input type="text" value="Member"/></p><p><input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/></p></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Miles									AE% Lodging Taxes		Departure Date: <input type="text" value="01/23/2017"/>	Departure Location (click to edit): <input type="text" value="Chicago, IL, Cook"/>		<input checked="" type="checkbox"/> Duty Day		Method of Transportation: <input type="text" value="PA - Private Auto"/>	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: <input type="text"/>		Daily Ldg Cost: <input type="text" value="0"/>	Arrival Date: <input type="text" value="02/13/2017"/>	Arrival Location (click to edit): <input type="text" value="40202 Louisville, KY, Jefferson"/>		<input type="checkbox"/> Duty Day		Reason for Stop: <input type="text" value="MC - Mission Complete"/>		Lodging Type: <input type="text"/>		Lodging Tax: <input type="text" value="0"/>								Meals Type: <input type="text" value="CM - Commercial Meals"/>		Miles: <input type="text" value="303"/>
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Mixed Mode – Fly/Drive to PDS, Continued

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continued

Step	Action														
13	<p>Once the DLA is added, check the Computations tab for accuracy. Apply Advances if necessary and continue with the rest of your claim.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement Request View: Traveler</div></div> <div><div>Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017 Type of Settlement: Partial Type of Partial: Not a Partial</div><div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>197.50</td></tr><tr><td>Memb/Emp Transportation</td><td>257.75</td></tr><tr><td>Memb/Emp MALT</td><td>57.57</td></tr><tr><td>Dep Per Diem</td><td>284.00</td></tr><tr><td>Dep. MALT</td><td>57.57</td></tr><tr><td>DLA</td><td>2,349.99</td></tr></tbody></table><div><div>Method of Payment: Direct Deposit</div><div>Apply Advances</div></div><div><div>Total Entitlement: 3,204.38 Deductions: 0.00 Partial Payments: 0.00 Amount Payable: 3,204.38 Advances: 0.00 Due Employee: 3,204.38 Split Payment: 0.00 Computed Split: 0.00 <small>Enter amount in Split Payment field to pay GTCC</small></div></div><p><small>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</small></p><div><div>Back Next Manage Images</div><div>Receipts SAVE Cancel Help</div></div></div></div>	Description	Total	Memb/Emp PCS Per Diem	197.50	Memb/Emp Transportation	257.75	Memb/Emp MALT	57.57	Dep Per Diem	284.00	Dep. MALT	57.57	DLA	2,349.99
Description	Total														
Memb/Emp PCS Per Diem	197.50														
Memb/Emp Transportation	257.75														
Memb/Emp MALT	57.57														
Dep Per Diem	284.00														
Dep. MALT	57.57														
DLA	2,349.99														

Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over \$75.00. Use the **Manage Images** function to attach them to your claim. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.**

Mixed Mode – Getting Married Enroute

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member flew from “A” School to his home of record, got married and then drove to his new PDS with his new spouse.

Procedures

See below.

Step	Action						
1	<p>Enter the home address at the new PDS, then click Next.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p>Settlement Request View: Traveler</p><p>Type of order: PCS Covered from: 2/10/2017 to: 2/20/2017</p><p>Type of Settlement Partial Type of Partial: Not a Partial</p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>* Address 1: 1234 PUGET SOUND WAY</p><p>Address 2:</p><p>* City: SEATTLE</p><p>* Country/State: WA WASHINGTON</p><p>* Zip: 98134</p><p>Next Manage Images Receipts SAVE Cancel Help</p></div>						
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p>Settlement Request View: Traveler</p><p>Type of order: PCS Covered from: 2/10/2017 to: 2/20/2017</p><p>Type of Settlement Partial Type of Partial: Not a Partial</p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>Travel Not Performed: <input type="checkbox"/> Effective Date: 02/10/2017</p><table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td>Enroute PCS Travel</td><td></td><td></td></tr></tbody></table><p><= Add This Entitlement</p><p>Back Next Manage Images Receipts SAVE Cancel Help</p></div>	Entitlement Type	Dates Encompassed	Status	Enroute PCS Travel		
Entitlement Type	Dates Encompassed	Status					
Enroute PCS Travel							

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action
3	<p>Make sure Owner operator of POV is checked, only 1 car authorized and select ONLY the member. Then click Next.</p> <div> <div> PENGUIN, PETER Enroute PCS Travel View: Traveler </div> <div> TONO: 1217G851STDY000 Type of order: PCS Proceed Date: 2/10/2017 Number of Days: 11 End Date: 2/20/2017 </div> </div> <div> What's Authorized Itinerary Reimbursables </div> <div> <input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized: 1 </div> <div> Who Being Paid PETER (Member) PATTY PENGUIN (Spouse) </div> <div> Next Accept Changes Cancel Help </div>

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action																														
5	<p>The member got married while on leave in Portland, OR, then drove to his new PDS with his spouse. Enter the itinerary, then click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th></tr> </thead> <tbody> <tr> <td>2/10/2017 2/10/2017</td><td>DEP ARR</td><td>Petaluma USCG Trng Ctr, CA, Sonoma Portland, OR, Multnomah</td><td>TP LV</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td></td><td>PATTY PENGUIN</td><td>0</td><td>0.00</td><td>0.00</td><td>0</td></tr> </tbody> </table> <div> <div> <div> Departure Date: 02/18/2017 </div> <div> Departure Location (click to edit): Portland, OR, Multnomah </div> <div> Method of Transportation: PA - Private Auto </div> <div> <input type="checkbox"/> Duty Day </div> </div> <div> <div> Arrival Date: 02/20/2017 </div> <div> Arrival Location (click to edit): 98134 Seattle, WA, King </div> <div> Reason for Stop: MC - Mission Complete </div> <div> <input type="checkbox"/> Duty Day </div> </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 171 </div> </div> <div> Who else is traveling on this leg: PATTY PENGUIN </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles		2/10/2017 2/10/2017	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma Portland, OR, Multnomah	TP LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>		PATTY PENGUIN	0	0.00	0.00	0
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles																		
2/10/2017 2/10/2017	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma Portland, OR, Multnomah	TP LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>		PATTY PENGUIN	0	0.00	0.00	0																	

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action														
7	<p>The Constructed Itinerary tab will show how many miles are authorized for this PCS. Click Next.</p> <div><p>PENGUIN, PETER Enroute PCS Travel View: Traveler</p><div><p>TONO: 1217G851STDY000 Proceed Date: 2/10/2017 Type of order: PCS Number of Days: 11 End Date: 2/20/2017</p></div><p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p><p>Duration of travel: Greater than or equal to 24 hours</p><table border="1"><thead><tr><th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th><th>Mem GTR</th><th>Const. Dep. Date</th><th>Const. Arr. Date</th></tr></thead><tbody><tr><td>2/10/2017</td><td>2/20/2017</td><td>98134 Seattle, WASHINGTON</td><td>819</td><td>0.00</td><td></td><td></td></tr></tbody></table><p>Recalculate Dates</p><p>Back Next Exceptions Occasionals Accept Changes Cancel Help</p></div>	Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date	2/10/2017	2/20/2017	98134 Seattle, WASHINGTON	819	0.00		
Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date									
2/10/2017	2/20/2017	98134 Seattle, WASHINGTON	819	0.00											
8	<p>Add any Reimbursable Expenses, then click Accept Changes.</p> <div><p>PENGUIN, PETER Enroute PCS Travel View: Traveler</p><div><p>TONO: 1217G851STDY000 Proceed Date: 2/10/2017 Type of order: PCS Number of Days: 11 End Date: 2/20/2017</p></div><p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p><table border="1"><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>2/10/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>202.00</td></tr><tr><td>2/10/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>12.00</td></tr></tbody></table><p>Add / Edit Trip Expenses</p><p>Back Exceptions Occasionals Accept Changes Cancel Help</p></div>	Date	Description	Claimed	2/10/2017	AIRFARE-TRAIN-BUS EXPENSE	202.00	2/10/2017	SATO-CTO-TMC SVC PROC FEE	12.00					
Date	Description	Claimed													
2/10/2017	AIRFARE-TRAIN-BUS EXPENSE	202.00													
2/10/2017	SATO-CTO-TMC SVC PROC FEE	12.00													

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action												
9	<p>Now, you will need to enter the spouse's itinerary. Leave the default as Enroute PCS Travel and then click Add This Entitlement.</p> <div><div>PENGUIN, PETER TONO: 1217G851STDY000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div>Type of order: PCS Covered from: 2/10/2017 to: 2/20/2017</div> <div>Type of Settlement Partial Type of Partial: Not a Partial</div> <div>Remit To Transactions Entitlements Computations Financial Remarks</div> <div>Travel Not Performed: <input type="checkbox"/> Effective Date: 1/27/2017</div> <table><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit Enroute PCS Travel</td><td>2/10/2017-2/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table> <div>Enroute PCS Travel <= Add This Entitlement</div> <div>Back Next Manage Images Receipts SAVE Cancel Help</div>	Entitlement Type	Dates Encompassed	Status				Edit Enroute PCS Travel	2/10/2017-2/20/2017	Validated Data	Delete	Calcs	Comp
Entitlement Type	Dates Encompassed	Status											
Edit Enroute PCS Travel	2/10/2017-2/20/2017	Validated Data	Delete	Calcs	Comp								

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action																								
11	<p>The member and spouse were married in Portland, OR and began travel together 2/18/17. Enter the Arrival Date to the new PDS to be the same as the members, 2/20/17. MAKE SURE YOU ADD THE MEMBER TO THE ITINERARY. Click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td colspan="12"> <div> <div> Departure Date: 02/18/2017 <input checked="" type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): <u>Portland, OR, Multnomah</u> Method of Transportation: PA - Private Auto </div> </div> <div> <div> Arrival Date: 02/20/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): <u>98134 Seattle, WA, King</u> Reason for Stop: MC - Mission Complete </div> </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 171 </div> </td></tr></tbody> </table> <div> Who else is traveling on this leg: <u>Member</u> </div> <div> Accept Leg Cancel Changes </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div> <div> Departure Date: 02/18/2017 <input checked="" type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): <u>Portland, OR, Multnomah</u> Method of Transportation: PA - Private Auto </div> </div> <div> <div> Arrival Date: 02/20/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): <u>98134 Seattle, WA, King</u> Reason for Stop: MC - Mission Complete </div> </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 171 </div>											
Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles														
<div> <div> Departure Date: 02/18/2017 <input checked="" type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): <u>Portland, OR, Multnomah</u> Method of Transportation: PA - Private Auto </div> </div> <div> <div> Arrival Date: 02/20/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): <u>98134 Seattle, WA, King</u> Reason for Stop: MC - Mission Complete </div> </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 171 </div>																									

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action																					
13	<p>The Constructed Itinerary tab will show the Authorized Miles for that leg of travel. Click Accept Changes.</p> <div> <div> <div>PENGUIN, PETER</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> <div>TONO: 1217G851STDY000</div> <div>Proceed Date: 2/10/2017</div> </div> <div> <div>Type of order: PCS</div> <div>Number of Days: 11</div> </div> <div> <div></div> <div>End Date: 2/20/2017</div> </div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div> Duration of travel: Greater than or equal to 24 hours </div> <table> <tr> <th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th></tr> <tr> <td>2/18/2017</td><td>2/20/2017</td><td>98134 Seattle, WASHINGTON</td><td>171</td></tr> </table> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>	Depart Date	Arrive Date	To Location	Auth. Miles	2/18/2017	2/20/2017	98134 Seattle, WASHINGTON	171													
Depart Date	Arrive Date	To Location	Auth. Miles																			
2/18/2017	2/20/2017	98134 Seattle, WASHINGTON	171																			
14	<p>Ensure the drop-down says DLA, then click Add This Entitlement.</p> <div> <div> <div>PENGUIN, PETER</div> <div>TONO: 1217G851STDY000</div> </div> <div>Settlement Request</div> <div>View: Traveler</div> </div> <div> <div> <div>Type of order: PCS</div> <div>Covered from: 2/10/2017</div> <div>to: 2/20/2017</div> </div> <div> <div>Type of Settlement: Partial</div> <div>Type of Partial: Not a Partial</div> </div> </div> <div> <div>Remit To</div> <div>Transactions</div> <div>Entitlements</div> <div>Computations</div> <div>Financial</div> <div>Remarks</div> </div> <div> <div>Travel Not Performed: <input type="checkbox"/></div> <div>Effective Date: 1/27/2017</div> </div> <table> <tr> <th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>2/10/2017-2/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>2/18/2017-2/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </table> <div> <div>DLA</div> <div><= Add This Entitlement</div> </div> <div> <div>Back</div> <div>Next</div> <div>Manage Images</div> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	2/10/2017-2/20/2017	Validated Data	Delete	Calcs	Comp	Edit	Enroute PCS Travel	2/18/2017-2/20/2017	Validated Data	Delete	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status																			
Edit	Enroute PCS Travel	2/10/2017-2/20/2017	Validated Data	Delete	Calcs	Comp																
Edit	Enroute PCS Travel	2/18/2017-2/20/2017	Validated Data	Delete	Calcs	Comp																

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action																												
15	<p>Check the box if DLA with dependents is authorized AND your dependents relocated with you at the same time. Then click Accept.</p> <div><div>PENGUIN, PETER TONO: 1217G851STDY000</div><div>View: Traveler</div><div>Dislocation Allowance</div></div> <p>DLA with dependents is authorized. Check this box if dependents were moved at this time <input checked="" type="checkbox"/></p> <div><div>Accept</div><div>Cancel</div><div>Help</div></div>																												
16	<p>Click Next.</p> <div><div>PENGUIN, PETER TONO: 1217G851STDY000</div><div>View: Traveler</div><div>Settlement Request</div></div> <div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="2/10/2017"/> to: <input type="text" value="2/20/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div> <div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div> <div>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="1/27/2017"/></div> <table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>2/10/2017-2/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>Enroute PCS Travel</td><td>2/18/2017-2/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>1/27/2017-1/27/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table> <div><input type="text" value=""/> <= Add This Entitlement</div> <div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	2/10/2017-2/20/2017	Validated Data	Delete	Calcs	Comp	Edit	Enroute PCS Travel	2/18/2017-2/20/2017	Validated Data	Delete	Calcs	Comp	Edit	DLA (with Dependents)	1/27/2017-1/27/2017	Validated Data	Delete	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status																										
Edit	Enroute PCS Travel	2/10/2017-2/20/2017	Validated Data	Delete	Calcs	Comp																							
Edit	Enroute PCS Travel	2/18/2017-2/20/2017	Validated Data	Delete	Calcs	Comp																							
Edit	DLA (with Dependents)	1/27/2017-1/27/2017	Validated Data	Delete	Calcs	Comp																							

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step

Action

17 Verify the Computations tab for accuracy. Click **Next**.

PENGUIN, PETER
TONO: 1217G851STDY000

Settlement Request

View: Traveler

Type of order: Covered from: to:

Type of Settlement Type of Partial:

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Description	Total
Memb/Emp PCS Per Diem	190.00
Memb/Emp Transportation	214.00
Memb/Emp MALT	32.49
Dep Per Diem	106.50
DLA	2,113.50

Method of Payment

Apply Advances

Total Entitlement

Deductions

Partial Payments

Amount Payable

Advances

Due Employee

Split Payment

Computed Split

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Back

Next

Manage Images

Receipts

SAVE

Cancel

Help

18 Enter the **Accounting String**, then click **Next**.

PENGUIN, PETER
TONO: 1217G851STDY000

Settlement Request

View: Traveler

Type of order: Covered from: to:

Type of Settlement Type of Partial:

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Db/Cr	Classification String	Amount
Db	1217G851STDY000 2 P 501 299 21 0 RA 78045 2104	2,656.49

Add/Modify Accounting

Back

Next

Manage Images

Receipts

SAVE


Cancel

Help

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

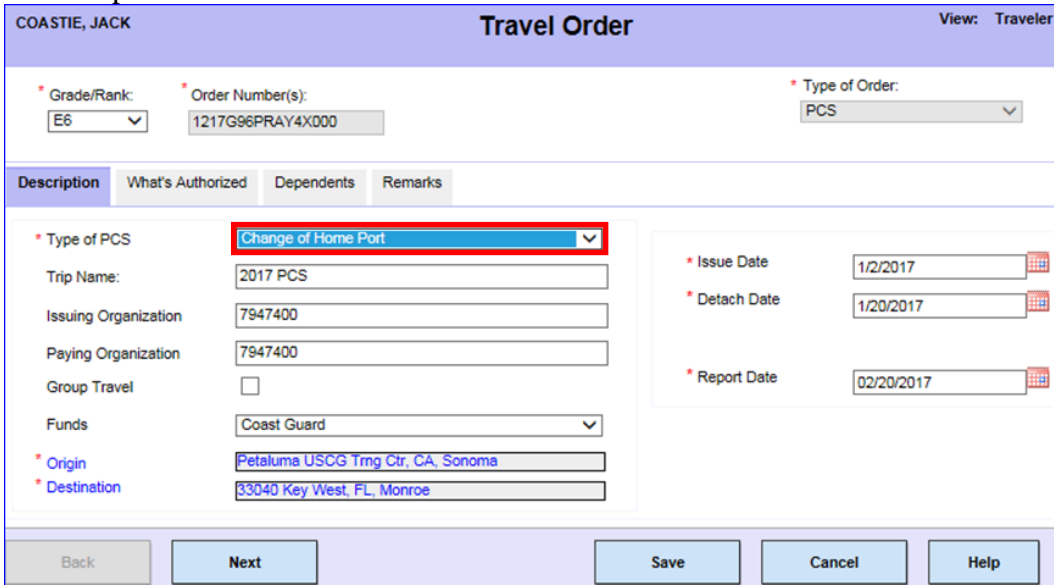
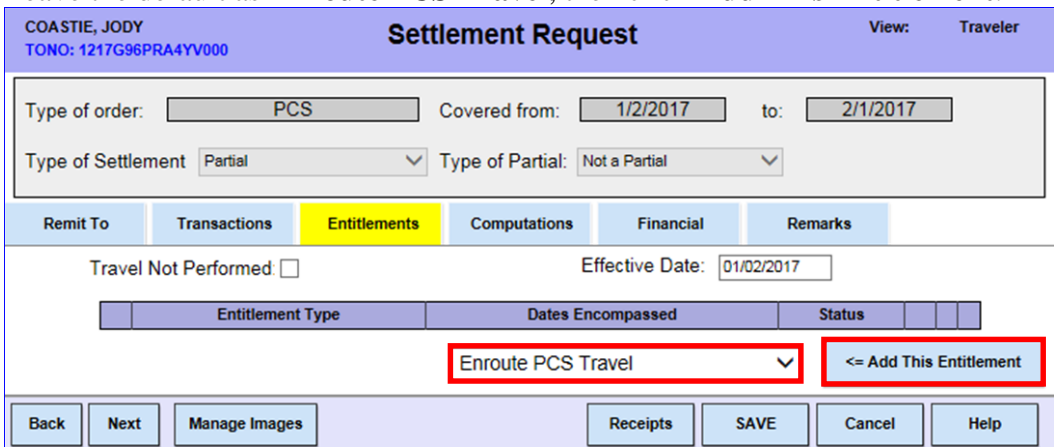
Procedures,
continued

Step	Action
19	<p>Spell out exactly what happened in the Voucher Remarks. Then click SAVE.</p>  <p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway)

Introduction This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member and his dependents drove from the old PDS to the Homeport of the new PDS (boat is stationed in Key West, FL). However, the boat was underway in Panama so the member had to travel to Panama from Key West.

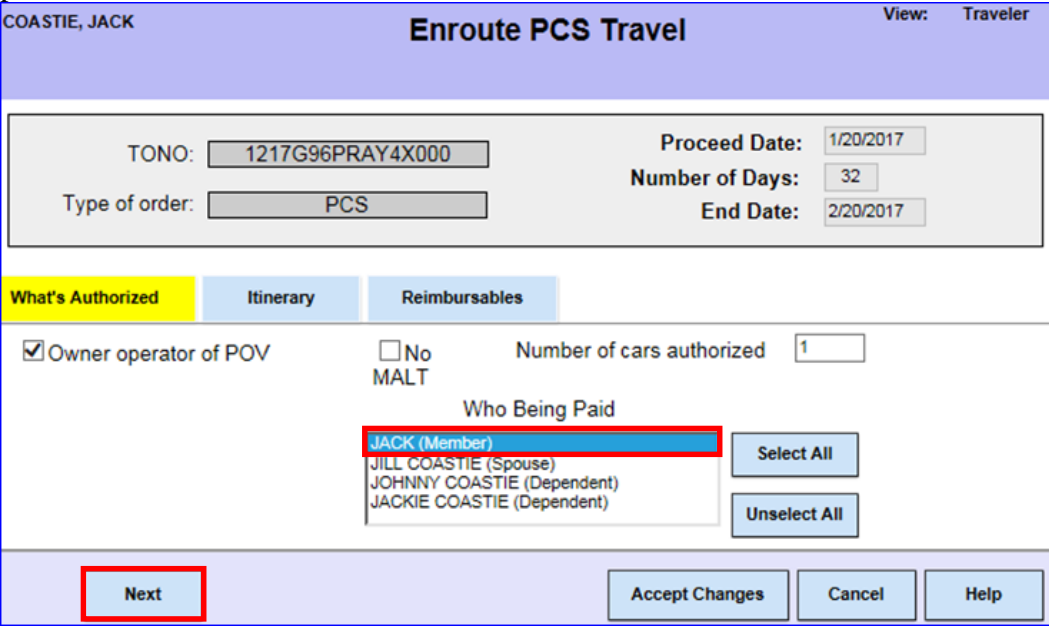
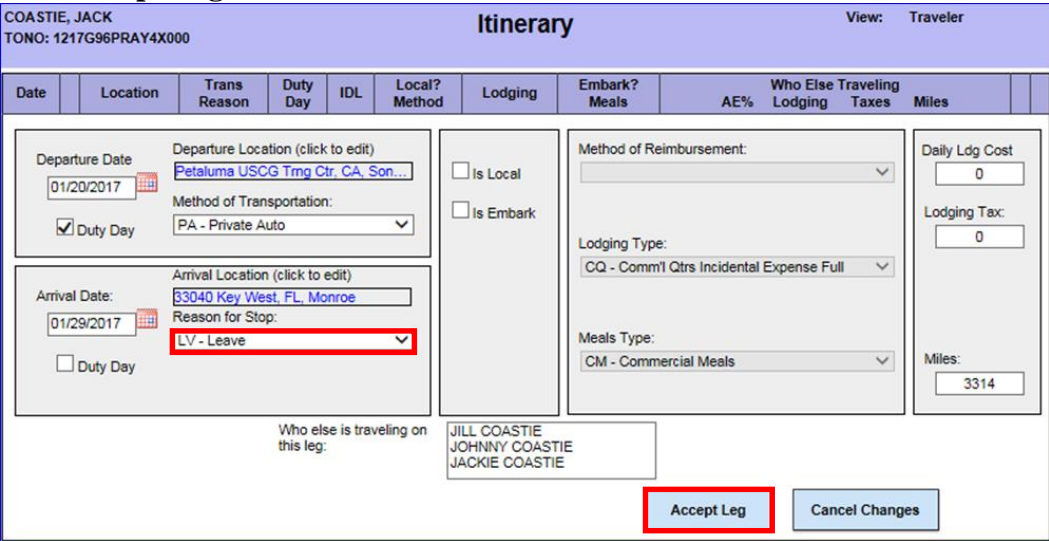
Procedures See below.

Step	Action
1	<p>When chasing the boat, you must select Change of Homeport from the Type of PCS drop-down.</p> 
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> 

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action
3	<p>We're going to enter the member's itinerary first, so just select the Member to be paid. Then click Next.</p> 
4	<p>Enter the member's itinerary first. Enter the first leg of the itinerary to show the drive from the old PDS to the new Homeport. Since the boat is underway, select LV-Leave for your Reason for Stop since you didn't fly out right away, then click Accept Leg.</p> 

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action																													
5	<p>Since you cannot fly out overseas from a Leave status, you must enter a leg to show a change in status. The Departure and Arrival Dates must match. When finished, click Accept Leg.</p> <div> <div> COASTIE, JACK TONO: 1217G96PRAY4X000 </div> <div> Itinerary View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/20/2017 1/29/2017</td><td>DEP ARR</td><td>Petaluma USCG Trng Ctr, CA, Sonoma 33040 Key West, FL, Monroe</td><td>PA LV</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td></td><td>JILL COASTIE</td><td>0</td><td>0.00</td><td>0.00</td><td>3314</td></tr> </tbody> </table> <div> <div> <div> Departure Date: 02/20/2017 </div> <div> Departure Location (click to edit): 33040 Key West, FL, Monroe </div> <div> Method of Transportation: CS - Change Status </div> <div> <input type="checkbox"/> Duty Day </div> </div> <div> <div> Arrival Date: 02/20/2017 </div> <div> Arrival Location (click to edit): 33040 Key West, FL, Monroe </div> <div> Reason for Stop: AT - Awaiting Transportation </div> <div> <input type="checkbox"/> Duty Day </div> </div> </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: LDP - Lodging Plus Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0 </div> <div> Who else is traveling on this leg: JILL COASTIE JOHNNY COASTIE JACKIE COASTIE </div> <div> Accept Leg </div> <div> Cancel Changes </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	1/20/2017 1/29/2017	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma 33040 Key West, FL, Monroe	PA LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>		JILL COASTIE	0	0.00	0.00	3314
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Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action																																										
6	<p>Enter the last leg to show your flight to Panama to meet the boat. Don't forget to check the Is Embark box. When finished, click Accept Leg.</p> <div> <div> COASTIE, JACK TONO: 1217G96PRAY4X000 </div> <div> Itinerary View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/20/2017 1/29/2017</td><td>DEP ARR</td><td>Petaluma USCG Trng Ctr, CA, Sonoma 33040 Key West, FL, Monroe</td><td>PA LV</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>JILL COASTIE</td><td>0.00</td><td>0.00</td><td>3314</td></tr> <tr> <td>2/20/2017 2/20/2017</td><td>DEP ARR</td><td>33040 Key West, FL, Monroe 33040 Key West, FL, Monroe</td><td>CS AT</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>LDP</td><td><input type="checkbox"/></td><td>0</td><td>JILL COASTIE</td><td>0.00</td><td>0.00</td><td>0</td></tr> </tbody> </table> <div> <div> <div> Departure Date 02/20/2017 </div> <div> Departure Location (click to edit) 33040 Key West, FL, Monroe </div> <div> Method of Transportation: TP - Govt. Proc. Plane </div> <div> <input type="checkbox"/> Duty Day </div> </div> <div> <div> Arrival Date 02/20/2017 </div> <div> Arrival Location (click to edit) PANAMA, PANAMA CITY </div> <div> Reason for Stop: MC - Mission Complete </div> <div> <input type="checkbox"/> Duty Day </div> </div> </div> <div> <input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost 0 Lodging Tax: 0 Miles: 0 </div> <div> Who else is traveling on this leg: JILL COASTIE JOHNNY COASTIE JACKIE COASTIE </div> <div> Accept Leg Cancel Changes </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	1/20/2017 1/29/2017	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma 33040 Key West, FL, Monroe	PA LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	JILL COASTIE	0.00	0.00	3314	2/20/2017 2/20/2017	DEP ARR	33040 Key West, FL, Monroe 33040 Key West, FL, Monroe	CS AT	<input type="checkbox"/>		<input type="checkbox"/>	LDP	<input type="checkbox"/>	0	JILL COASTIE	0.00	0.00	0
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action																																																												
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System Notification

WarningThe following date ranges may be covered under the rules governing Long Term Flat Rate Per Diem 1/20/2017 to 2/20/2017 1/20/2017 to 2/20/2017

OK

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action																					
8	<p>The miles in the Constructed Itinerary will populate. Click Accept Changes.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel View: Traveler</div> <div> <div> TONO: 1217G96PRAY4X000 Type of order: PCS </div> <div> Proceed Date: 1/20/2017 Number of Days: 32 End Date: 2/20/2017 </div> </div> <div> What's Authorized Itinerary Constructed Itinerary Reimbursables </div> <div> Duration of travel: Greater than or equal to 24 hours </div> <table border="1"> <thead> <tr> <th>Depart Date</th> <th>Arrive Date</th> <th>To Location</th> <th>Auth. Miles</th> <th>Mem GTR</th> <th>Const. Dep. Date</th> <th>Const. Arr. Date</th> </tr> </thead> <tbody> <tr> <td>1/20/2017</td> <td>2/20/2017</td> <td>33040 Key West, FLORIDA</td> <td>3314</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>2/20/2017</td> <td>2/20/2017</td> <td>PANAMA CITY, ...</td> <td>0</td> <td>0.00</td> <td></td> <td></td> </tr> </tbody> </table> <div>Recalculate Dates</div> <div> Back Next Exceptions Occasionals Accept Changes Cancel Help </div> </div>	Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date	1/20/2017	2/20/2017	33040 Key West, FLORIDA	3314	0.00			2/20/2017	2/20/2017	PANAMA CITY, ...	0	0.00		
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2/20/2017	2/20/2017	PANAMA CITY, ...	0	0.00																		
9	<p>Click Calcs.</p> <div> <div>COASTIE, JACK</div> <div>TONO: 1217G96PRAY4X000</div> <div>Settlement Request View: Traveler</div> </div> <div> Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <div> Remit To Transactions Entitlements Computations Financial Remarks </div> <div> Travel Not Performed: <input type="checkbox"/> Effective Date: 2/10/2017 </div> <table border="1"> <thead> <tr> <th></th> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Enroute PCS Travel</td> <td>1/20/2017-2/20/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <div> Enroute PCS Travel <= Add This Entitlement </div> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/20/2017	Validated Data	Delete	Calcs	Comp							
	Entitlement Type	Dates Encompassed	Status																			
Edit	Enroute PCS Travel	1/20/2017-2/20/2017	Validated Data	Delete	Calcs	Comp																

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

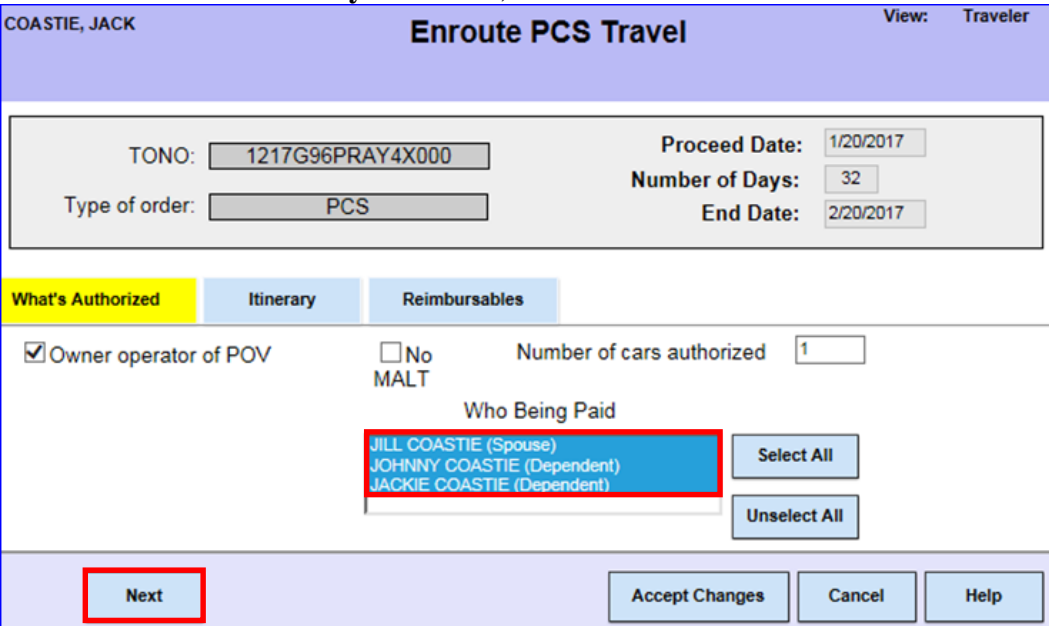
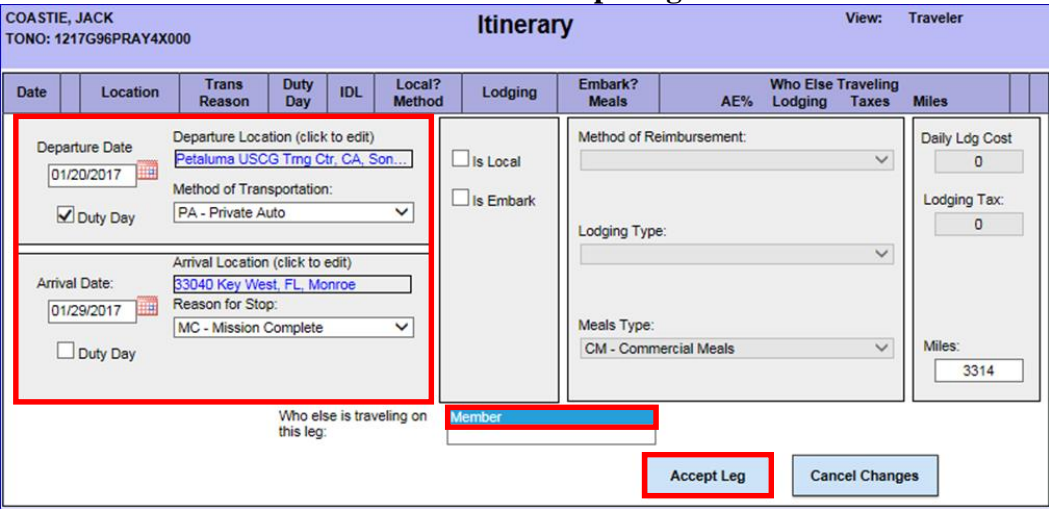
Procedures,
continued

Step	Action																																																																																																																																																																																																																																										
10	<p>The Daily Expenses breakdown should show that you were paid for your driving days as well as your flying day. When finished reviewing, click Done.</p> <div> <div> COASTIE, JACK TONO: 1217G96PRAY4X000 </div> <div> Daily Expenses View: Traveler </div> </div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incddl</th><th>M&IE Amount</th><th>Emp/Memb Amount</th><th>Dep Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr><td>02/10</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/11</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/12</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/13</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/14</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/15</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/16</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/17</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/18</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/19</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/20</td><td>LDP</td><td>173.00</td><td>99.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>74.25</td><td>74.25</td><td>0.00</td><td>74.25</td><td>0.00</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>1494.25</td><td>0.00</td><td>1494.25</td><td>0.00</td><td></td></tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incddl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable	02/10	FP											0.00	142.00	0.00	142.00	0.00		02/11	FP											0.00	142.00	0.00	142.00	0.00		02/12	FP											0.00	142.00	0.00	142.00	0.00		02/13	FP											0.00	142.00	0.00	142.00	0.00		02/14	FP											0.00	142.00	0.00	142.00	0.00		02/15	FP											0.00	142.00	0.00	142.00	0.00		02/16	FP											0.00	142.00	0.00	142.00	0.00		02/17	FP											0.00	142.00	0.00	142.00	0.00		02/18	FP											0.00	142.00	0.00	142.00	0.00		02/19	FP											0.00	142.00	0.00	142.00	0.00		02/20	LDP	173.00	99.00	CM	CM	CM	0.00			Partial	Day	74.25	74.25	0.00	74.25	0.00														Total	1494.25	0.00	1494.25	0.00	
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

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continued

Step	Action																						
12	<p>Select the rest of the family members, then click Next.</p>  <p>COASTIE, JACK Enroute PCS Travel View: Traveler</p> <p>TONO: 1217G96PRAY4X000 Proceed Date: 1/20/2017 Type of order: PCS Number of Days: 32 End Date: 2/20/2017</p> <p>What's Authorized Itinerary Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized 1</p> <p>Who Being Paid</p> <p>JILL COASTIE (Spouse) JOHNNY COASTIE (Dependent) JACKIE COASTIE (Dependent)</p> <p>Select All Unselect All</p> <p>Next Accept Changes Cancel Help</p>																						
13	<p>Enter the dependents' travel. Since they traveled with the member in the same POV, select the same departure and arrival dates as you entered for the member. Select the member. Then click Accept Leg.</p>  <p>COASTIE, JACK Itinerary View: Traveler TONO: 1217G96PRAY4X000</p> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>01/20/2017</td><td>Petaluma USCG Trng Ctr, CA, Son...</td><td>PA - Private Auto</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td><input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark</td><td>Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals</td><td></td><td></td><td>3314</td></tr> </tbody> </table> <p>Who else is traveling on this leg: Member</p> <p>Accept Leg Cancel Changes</p>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles	01/20/2017	Petaluma USCG Trng Ctr, CA, Son...	PA - Private Auto	<input checked="" type="checkbox"/>			<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals			3314
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Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action																																
14	<p>Click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/20/2017 1/29/2017</td><td>DEP ARR</td><td>Petaluma USCG Trng Ctr, CA, Sonoma 33040 Key West, FL, Monroe</td><td>PA MC</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>Member</td><td>0.00</td><td>0.00</td><td>3314</td><td>Edit Insert</td><td>Del</td></tr> </tbody> </table> <div>Remarks</div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/20/2017 1/29/2017	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma 33040 Key West, FL, Monroe	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	Member	0.00	0.00	3314	Edit Insert	Del
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15	<p>Once the DLA is added, check the Computations tab for accuracy. Apply Advances if necessary and continue with the rest of your claim.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Settlement Request</div> <div>View: Traveler</div> <div> Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <div> <div>Remit To</div> <div>Transactions</div> <div>Entitlements</div> <div>Computations</div> <div>Financial</div> <div>Remarks</div> </div> <div> <table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,494.25</td></tr> <tr> <td>Memb/Emp MALT</td><td>629.66</td></tr> <tr> <td>Dep Per Diem</td><td>2,485.00</td></tr> <tr> <td>DLA</td><td>2,349.99</td></tr> </tbody> </table> <div>Method of Payment: Direct Deposit</div> <div>Apply Advances</div> <p>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> </div> <div> <div>Total Entitlement</div> <div>Deductions</div> <div>Partial Payments</div> <div>Amount Payable</div> <div>Advances</div> <div>Due Employee</div> <div>Split Payment</div> <div>Computed Split</div> </div> <div> <div>6,958.90</div> <div>0.00</div> <div>0.00</div> <div>6,958.90</div> <div>0.00</div> <div>6,958.90</div> <div>0.00</div> <div>0.00</div> </div> <p>Enter amount in Split Payment field to pay GTCC</p> </div> <div> <div>Back</div> <div>Next</div> <div>Manage Images</div> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div> </div>	Description	Total	Memb/Emp PCS Per Diem	1,494.25	Memb/Emp MALT	629.66	Dep Per Diem	2,485.00	DLA	2,349.99																						
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport)

Introduction This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the old PDS (boat) was underway in Cordova, AK. The member flew to Seattle, then drove with his dependents to the new Homeport in Key West, FL.

Procedures See below.

Step	Action						
1	<p>When chasing the boat, you must select Change of Homeport from the Type of PCS drop-down.</p> <div><p>COASTIE, JACK View: Traveler</p><p style="text-align: center;">Travel Order</p><p>* Grade/Rank: <input type="text" value="E6"/> * Order Number(s): <input type="text" value="1217G96PRAY4X000"/> * Type of Order: <input type="text" value="PCS"/></p><p>Description What's Authorized Dependents Remarks</p><p>* Type of PCS <input type="text" value="Change of Home Port"/></p><p>Trip Name: <input type="text" value="2017 PCS"/></p><p>Issuing Organization: <input type="text" value="7947400"/></p><p>Paying Organization: <input type="text" value="7947400"/></p><p>Group Travel <input type="checkbox"/></p><p>Funds: <input type="text" value="Coast Guard"/></p><p>* Origin: <input type="text" value="98134 Seattle, WA, King"/></p><p>* Destination: <input type="text" value="33040 Key West, FL, Monroe"/></p><p>* Issue Date: <input type="text" value="1/2/2017"/></p><p>* Detach Date: <input type="text" value="1/20/2017"/></p><p>* Report Date: <input type="text" value="02/20/2017"/></p><p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>						
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><p>COASTIE, JACK View: Traveler</p><p>TONO: 1217G96PRAY4X000 Settlement Request</p><p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/20/2017"/></p><p>Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>Travel Not Performed <input type="checkbox"/> Effective Date: <input type="text" value="02/11/2017"/></p><table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td><input type="text" value="Enroute PCS Travel"/></td><td></td><td><input type="button" value="Add This Entitlement"/></td></tr></tbody></table><p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>	Entitlement Type	Dates Encompassed	Status	<input type="text" value="Enroute PCS Travel"/>		<input type="button" value="Add This Entitlement"/>
Entitlement Type	Dates Encompassed	Status					
<input type="text" value="Enroute PCS Travel"/>		<input type="button" value="Add This Entitlement"/>					

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport), Continued

Procedures,
continued

Step	Action
3	<p>First enter the member's travel. Since he is the only one flying from the underway location, just select him to be paid. Then click Next.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 32</div> <div>End Date: 2/20/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <div> <input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized 1 </div> <div> <div>Who Being Paid</div> <div> <div>JACK (Member)</div> <div>JILL COASTIE (Spouse)</div> <div>JOHNNY COASTIE (Dependent)</div> <div>JACKIE COASTIE (Dependent)</div> </div> <div> <div>Select All</div> <div>Unselect All</div> </div> </div> <div> <div>Next</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport), Continued

Procedures,
continued

Step	Action																																																																																
5	<p>Review the itinerary, make changes if needed and then click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>DEP</td><td>99574 Cordova, AK, Valdez-Cordova Census Area</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td></td><td><input checked="" type="checkbox"/></td><td>JILL COASTIE</td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Edit</td><td>Del</td></tr> <tr> <td>1/20/2017</td><td>ARR</td><td>98131 Seattle, WA, King</td><td>AT</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>1/20/2017</td><td>DEP</td><td>98131 Seattle, WA, King</td><td>PA</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>JILL COASTIE</td><td>0</td><td>0.00</td><td>0.00</td><td>3486</td><td>Edit</td><td>Del</td></tr> <tr> <td>2/20/2017</td><td>ARR</td><td>33040 Key West, FL, Monroe</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> </div> <div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles			1/20/2017	DEP	99574 Cordova, AK, Valdez-Cordova Census Area	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	JILL COASTIE	0	0.00	0.00	0	Edit	Del	1/20/2017	ARR	98131 Seattle, WA, King	AT	<input type="checkbox"/>												1/20/2017	DEP	98131 Seattle, WA, King	PA	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	JILL COASTIE	0	0.00	0.00	3486	Edit	Del	2/20/2017	ARR	33040 Key West, FL, Monroe	MC	<input type="checkbox"/>											
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6	<p>The miles in the Constructed Itinerary will populate. Click Next.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 32</div> <div>End Date: 2/20/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div> <div>Duration of travel: Greater than or equal to 24 hours</div> </div> <table border="1"> <thead> <tr> <th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>1/20/2017</td><td>98131 Seattle, WASHINGTON</td><td>0</td></tr> <tr> <td>1/20/2017</td><td>2/20/2017</td><td>33040 Key West, FLORIDA</td><td>3486</td></tr> </tbody> </table> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Depart Date	Arrive Date	To Location	Auth. Miles	1/20/2017	1/20/2017	98131 Seattle, WASHINGTON	0	1/20/2017	2/20/2017	33040 Key West, FLORIDA	3486																																																																				
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport), Continued

Procedures,
continued

Step	Action														
7	<p>Add your reimbursable expenses, then click Accept Changes.</p> <div><p>COASTIE, JACK View: Traveler</p><p style="text-align: center;">Enroute PCS Travel</p><div><div>TONO: 1217G96PRAY4X000</div><div>Proceed Date: 1/20/2017</div><div>Type of order: PCS</div><div>Number of Days: 32</div><div>End Date: 2/20/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div style="background-color: yellow;">Reimbursables</div></div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>1/20/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>250.00</td></tr><tr><td>1/20/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>22.00</td></tr></tbody></table><div style="text-align: right; border: 2px solid red; padding: 2px;">Add / Edit Trip Expenses</div><div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div style="border: 2px solid red; padding: 2px;">Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Date	Description	Claimed	1/20/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	1/20/2017	SATO-CTO-TMC SVC PROC FEE	22.00					
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8	<p>Click Calcs.</p> <div><p>COASTIE, JACK View: Traveler</p><p>TONO: 1217G96PRAY4X000</p><p style="text-align: center;">Settlement Request</p><div><div>Type of order: PCS</div><div>Covered from: 1/20/2017</div><div>to: 2/20/2017</div><div>Type of Settlement: Partial</div><div>Type of Partial: Not a Partial</div></div><div><div>Remit To</div><div>Transactions</div><div style="background-color: yellow;">Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 2/11/2017</div></div><table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/20/2017-2/20/2017</td><td>Validated Data</td><td>Delete</td><td style="border: 2px solid red; padding: 2px;">Calcs</td><td>Comp</td></tr></tbody></table><div><div>Enroute PCS Travel</div><div style="border: 2px solid red; padding: 2px;"><= Add This Entitlement</div></div><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/20/2017	Validated Data	Delete	Calcs	Comp
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport), Continued

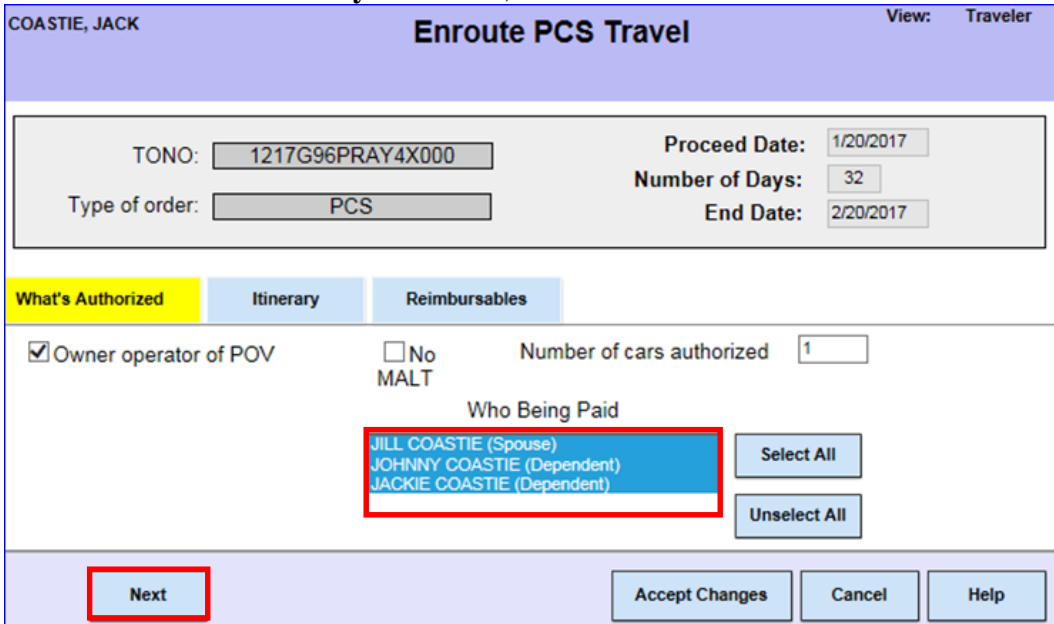
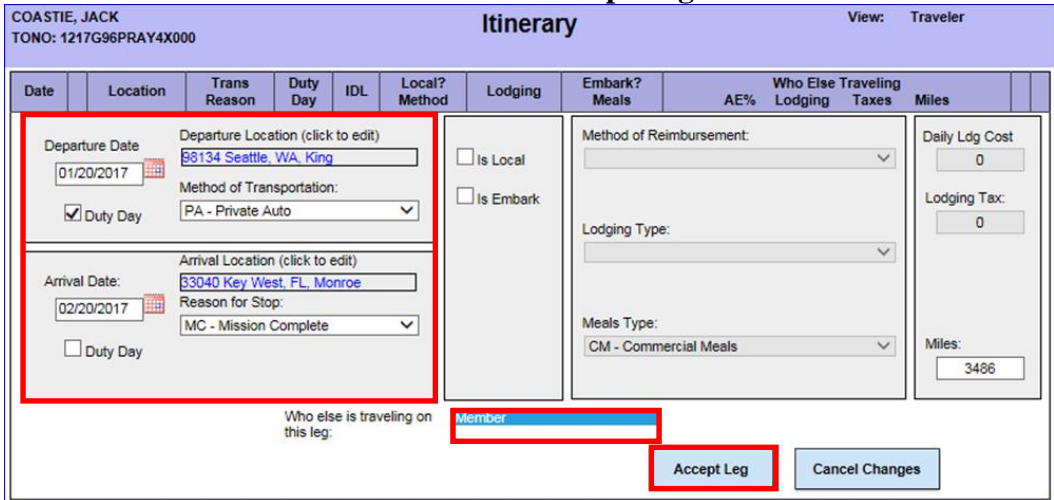
Procedures,
continued

Step	Action																																																																																																																																																																																																																																										
9	<p>The Daily Expenses breakdown should show that you were paid for your driving days as well as your flying day. When finished reviewing, click Done.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div>Daily Expenses</div> <div>View: Traveler</div> </div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&IE Amount</th><th>Emp/Memb Amount</th><th>Dep Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr> <td>01/20</td><td>LDP</td><td>279.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>51.75</td><td>51.75</td><td>0.00</td><td>51.75</td><td>0.00</td><td></td></tr> <tr> <td>02/10</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/11</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/12</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/13</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/14</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/15</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/16</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/17</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/18</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/19</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>1471.75</td><td>0.00</td><td>1471.75</td><td>0.00</td><td></td></tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable	01/20	LDP	279.00	69.00	CM	CM	CM	0.00			Partial	Day	51.75	51.75	0.00	51.75	0.00		02/10	FP											0.00	142.00	0.00	142.00	0.00		02/11	FP											0.00	142.00	0.00	142.00	0.00		02/12	FP											0.00	142.00	0.00	142.00	0.00		02/13	FP											0.00	142.00	0.00	142.00	0.00		02/14	FP											0.00	142.00	0.00	142.00	0.00		02/15	FP											0.00	142.00	0.00	142.00	0.00		02/16	FP											0.00	142.00	0.00	142.00	0.00		02/17	FP											0.00	142.00	0.00	142.00	0.00		02/18	FP											0.00	142.00	0.00	142.00	0.00		02/19	FP											0.00	142.00	0.00	142.00	0.00														Total	1471.75	0.00	1471.75	0.00	
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable																																																																																																																																																																																																																										
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Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport)^{Continued}

Procedures,
continued

Step	Action																																				
11	<p>Select the rest of the family members, then click Next.</p>  <p>COASTIE, JACK Enroute PCS Travel View: Traveler</p> <p>TONO: 1217G96PRAY4X000 Proceed Date: 1/20/2017 Type of order: PCS Number of Days: 32 End Date: 2/20/2017</p> <p>What's Authorized Itinerary Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized 1</p> <p>Who Being Paid</p> <p>JILL COASTIE (Spouse) JOHNNY COASTIE (Dependent) JACKIE COASTIE (Dependent)</p> <p>Select All Unselect All</p> <p>Next Accept Changes Cancel Help</p>																																				
12	<p>Enter the dependents' travel. Since they traveled with the member in the same POV, select the same Departure and Arrival Dates as you entered for the member. Select the member. Then click Accept Leg.</p>  <p>COASTIE, JACK Itinerary View: Traveler TONO: 1217G96PRAY4X000</p> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>Departure Date: 01/20/2017</td><td>Departure Location (click to edit): 88134 Seattle, WA, King</td><td>Method of Transportation: PA - Private Auto</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td></td><td><input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark</td><td>Method of Reimbursement:</td><td></td><td></td><td>Daily Ldg Cost: 0 Lodging Tax: 0</td><td></td></tr> <tr> <td>Arrival Date: 02/20/2017</td><td>Arrival Location (click to edit): 33040 Key West, FL, Monroe</td><td>Reason for Stop: MC - Mission Complete</td><td><input type="checkbox"/> Duty Day</td><td></td><td></td><td></td><td>Lodging Type:</td><td></td><td></td><td>Miles: 3486</td><td></td></tr> </tbody> </table> <p>Who else is traveling on this leg: Member</p> <p>Accept Leg Cancel Changes</p>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging Taxes	Miles	Departure Date: 01/20/2017	Departure Location (click to edit): 88134 Seattle, WA, King	Method of Transportation: PA - Private Auto	<input checked="" type="checkbox"/> Duty Day			<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement:			Daily Ldg Cost: 0 Lodging Tax: 0		Arrival Date: 02/20/2017	Arrival Location (click to edit): 33040 Key West, FL, Monroe	Reason for Stop: MC - Mission Complete	<input type="checkbox"/> Duty Day				Lodging Type:			Miles: 3486	
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Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport)Continued

Procedures,
continued

Step	Action																																																
13	<p>Click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>DEP</td><td>98134 Seattle, WA, King</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>3486</td><td>Member</td><td></td></tr> <tr> <td>2/20/2017</td><td>ARR</td><td>33040 Key West, FL, Monroe</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Edit</td><td>Del</td></tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/20/2017	DEP	98134 Seattle, WA, King	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0.00	3486	Member		2/20/2017	ARR	33040 Key West, FL, Monroe	MC	<input type="checkbox"/>										Edit	Del
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14	<p>Once the DLA is added, check the Computations tab for accuracy. Apply Advances if necessary and continue with the rest of your claim.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Settlement Request</div> <div>View: Traveler</div> </div> <div> <div>Type of order: PCS</div> <div>Covered from: 1/20/2017</div> <div>to: 2/20/2017</div> </div> <div> <div>Type of Settlement Partial</div> <div>Type of Partial: Not a Partial</div> </div> <div> <div>Remit To</div> <div>Transactions</div> <div>Entitlements</div> <div>Computations</div> <div>Financial</div> <div>Remarks</div> </div> <div> <table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,471.75</td></tr> <tr> <td>Memb/Emp Transportation</td><td>272.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>662.34</td></tr> <tr> <td>Dep Per Diem</td><td>2,485.00</td></tr> <tr> <td>DLA</td><td>2,349.99</td></tr> </tbody> </table> <div> <div>Method of Payment Direct Deposit</div> <div>Apply Advances</div> </div> </div> <div> <div>Total Entitlement 7,241.08</div> <div>Deductions 0.00</div> <div>Partial Payments 0.00</div> <div>Amount Payable 7,241.08</div> <div>Advances 0.00</div> <div>Due Employee 7,241.08</div> <div>Split Payment 0.00</div> <div>Computed Split 0.00</div> </div> <div> <div>Enter amount in Split Payment field to pay GTCC</div> <div>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</div> </div> <div> <div>Back</div> <div>Next</div> <div>Manage Images</div> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div> </div> <p>Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over \$75.00. Use the Manage Images function to attach them to your claim. Spell out in the remarks exactly what happened. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>	Description	Total	Memb/Emp PCS Per Diem	1,471.75	Memb/Emp Transportation	272.00	Memb/Emp MALT	662.34	Dep Per Diem	2,485.00	DLA	2,349.99																																				
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PCS – Boot Camp to “A” School

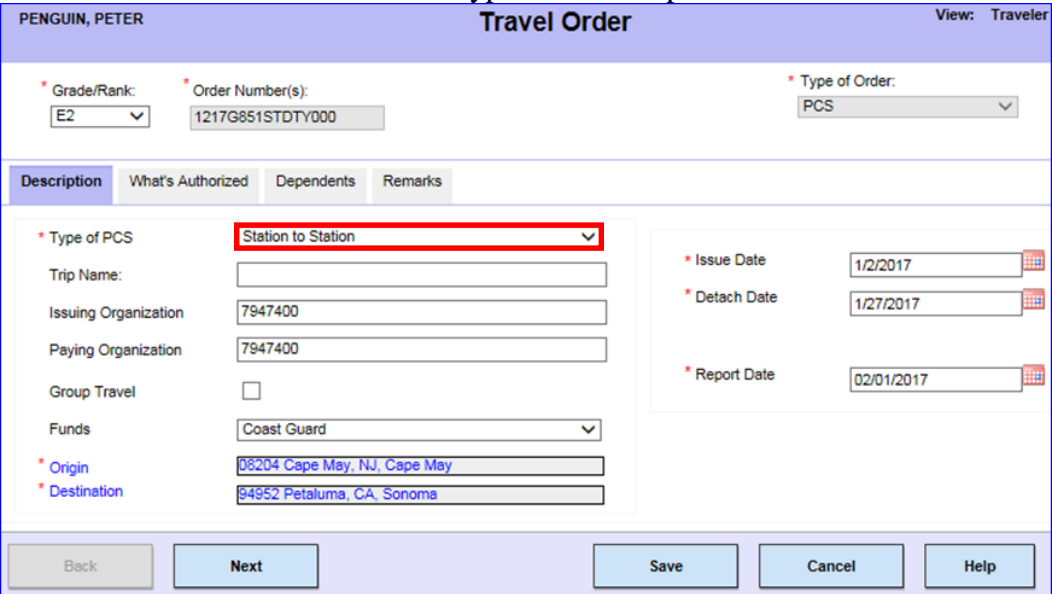

Introduction

This section shows how to account for a member who is going from Boot Camp to “A” School. When personnel are attending “A” Schools longer than 20 weeks, PCS orders are authorized. When a member has dependents and is authorized to take them to the “A” School locality, use **Station to Station**. Do NOT use the “Boot Camp to A School” option.

Note: If you do not select Station to Station, TPAX will not allow you to view the Dependents tab in order to add them to the claim.

Procedures

See below.

Step	Action
1	<p>Select Station to Station from the Type of PCS drop-down.</p> 
2	<p>If your spouse or other dependents were not previously added to the Dependents tab, Add them here.</p> 

Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action						
3	<p>Enter the home address at the new PDS.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p>Settlement Request View: Traveler</p><p>Type of order: PCS Covered from: 1/27/2017 to: 2/1/2017</p><p>Type of Settlement Partial Type of Partial: Not a Partial</p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>* Address 1: 123 MAIN STREET</p><p>Address 2:</p><p>* City: PETALUMA</p><p>* Country/State: CA CALIFORNIA</p><p>* Zip: 94952</p><p>Next Manage Images Receipts SAVE Cancel Help</p></div>						
4	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p>Settlement Request View: Traveler</p><p>Type of order: PCS Covered from: 1/27/2017 to: 2/1/2017</p><p>Type of Settlement Partial Type of Partial: Not a Partial</p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>Travel Not Performed: <input type="checkbox"/> Effective Date: 1/27/2017</p><table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td>Enroute PCS Travel</td><td></td><td></td></tr></tbody></table><p><= Add This Entitlement</p><p>Back Next Manage Images Receipts SAVE Cancel Help</p></div>	Entitlement Type	Dates Encompassed	Status	Enroute PCS Travel		
Entitlement Type	Dates Encompassed	Status					
Enroute PCS Travel							

Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step

5

We're going to enter the member's itinerary first. Make sure you select just the **member** in the Who Being Paid section. Then click **Next**.

PENGUIN, PETER

Enroute PCS Travel

View: Traveler

TONO: 1217G851STDY000

Proceed Date: 1/27/2017

Number of Days: 6

End Date: 2/1/2017

Type of order: PCS

What's Authorized

Itinerary

Reimbursables

☒ Owner operator of POV

☐ No MALT

Number of cars authorized 1

Who Being Paid

PETER (Member)

PATTY PENGUIN (Spouse)

Select All

Unselect All

Next

Accept Changes

Cancel

Help

6

Enter the member's itinerary from Cape May to their "A" School location. They can either drive or fly. When finished click **Accept Leg**.

PENGUIN, PETER

Itinerary

View: Traveler

TONO: 1217G851STDY000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
<div><div><div><div>Departure Date</div><div>01/28/2017</div></div><div><div>Departure Location (click to edit)</div><div>08204 Cape May, NJ, Cape May</div></div><div><div>Method of Transportation:</div><div>TP - Govt. Proc. Plane</div></div><div><div><input checked="" type="checkbox"/> Duty Day</div></div></div><div><div><div>Arrival Date</div><div>01/28/2017</div></div><div><div>Arrival Location (click to edit)</div><div>04952 Petaluma, CA, Sonoma</div></div><div><div>Reason for Stop:</div><div>MC - Mission Complete</div></div><div><div><input type="checkbox"/> Duty Day</div></div></div></div> <div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement:</div><div></div></div><div><div>Lodging Type:</div><div></div></div><div><div>Meals Type:</div><div>CM - Commercial Meals</div></div></div> <div><div><div>Daily Ldg Cost</div><div>0</div></div><div><div>Lodging Tax:</div><div>0</div></div><div><div>Miles:</div><div>0</div></div></div>											

Who else is traveling on this leg:

PATTY PENGUIN

Accept Leg

Cancel Changes

Continued on next page

PCS – Boot Camp to “A” School, Continued

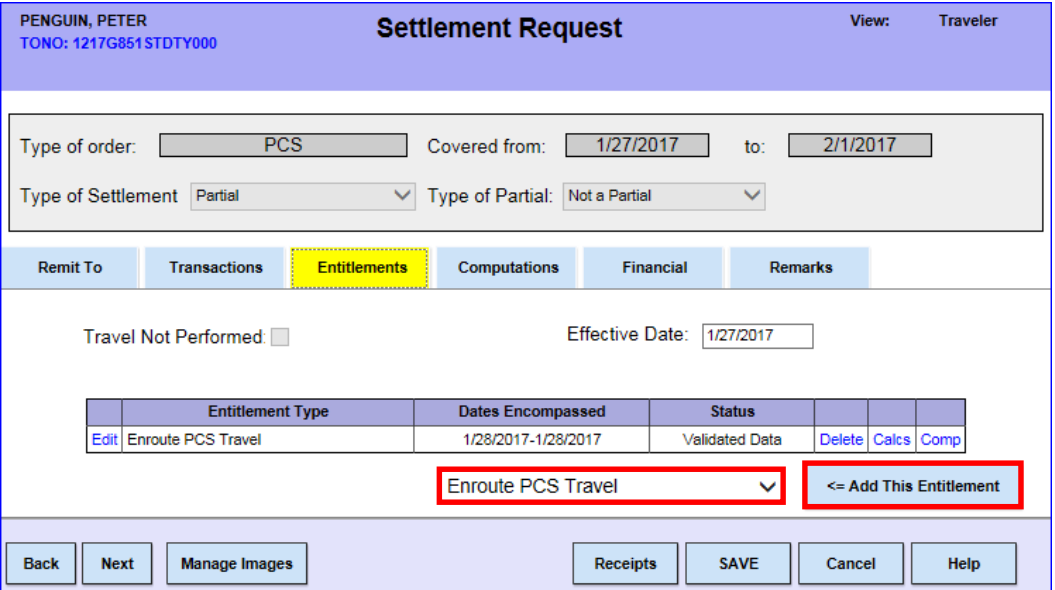
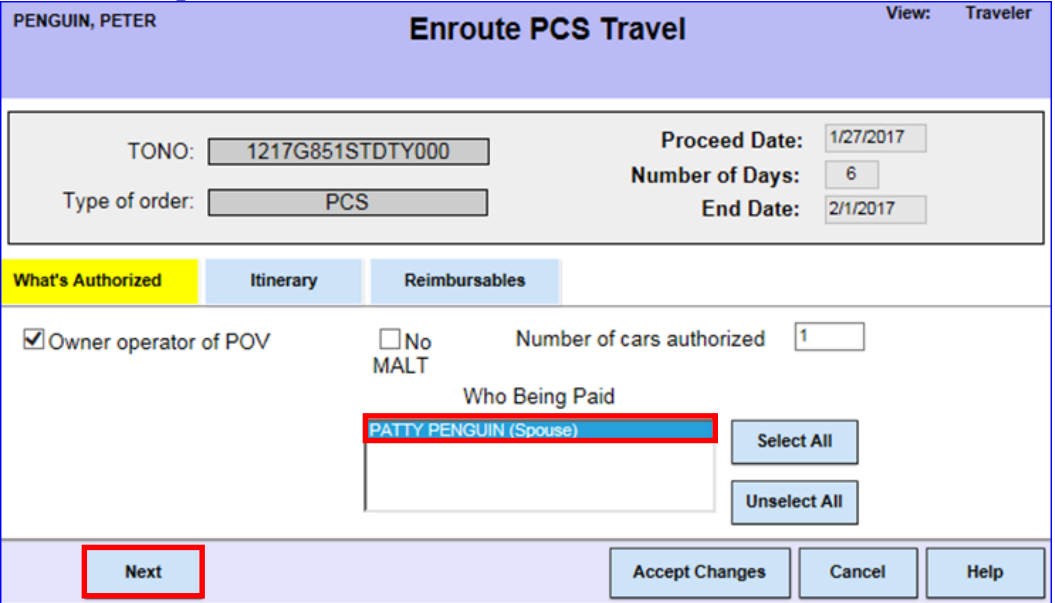
Procedures,
continued

Step	Action																																																
7	<p>Click Accept Changes.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p style="text-align: right;">View: Traveler</p><p style="text-align: center;">Itinerary</p><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr></thead><tbody><tr><td>1/28/2017</td><td>DEP</td><td>08204 Cape May, NJ, Cape May</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td></td><td>PATTY PENGUIN</td><td></td><td></td><td></td><td>Edit</td><td>Del</td></tr><tr><td>1/28/2017</td><td>ARR</td><td>94952 Petaluma, CA, Sonoma</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Insert</td><td></td></tr></tbody></table><p style="text-align: right;">Add Leg</p><p style="text-align: center;">Accept Changes Cancel Changes Help</p></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/28/2017	DEP	08204 Cape May, NJ, Cape May	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>		PATTY PENGUIN				Edit	Del	1/28/2017	ARR	94952 Petaluma, CA, Sonoma	MC	<input type="checkbox"/>						0	0.00	0.00	0	Insert	
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1/28/2017	ARR	94952 Petaluma, CA, Sonoma	MC	<input type="checkbox"/>						0	0.00	0.00	0	Insert																																			
8	<p>Once the reimbursable expenses have been added, click Accept Changes.</p> <div><p>PENGUIN, PETER Enroute PCS Travel</p><p style="text-align: right;">View: Traveler</p><div><p>TONO: 1217G851STDY000</p><p>Type of order: PCS</p></div><div><p>Proceed Date: 1/27/2017</p><p>Number of Days: 6</p><p>End Date: 2/1/2017</p></div><p>What's Authorized Itinerary Reimbursables</p><table border="1"><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>1/28/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>250.00</td></tr><tr><td>1/28/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>22.00</td></tr></tbody></table><p style="text-align: right;">Add / Edit Trip Expenses</p><p>Back Exceptions Occasionals Accept Changes Cancel Help</p></div>	Date	Description	Claimed	1/28/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	1/28/2017	SATO-CTO-TMC SVC PROC FEE	22.00																																							
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Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action
9	<p>Now you need to add the dependent’s itinerary. Dependents cannot travel from boot camp. Their travel must start from their home of record. Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> 
10	<p>Ensure the dependent is selected, then click Next.</p> 

Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action																										
11	<p>Enter the dependent's itinerary, then click Accept Leg.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p style="text-align: right;">View: Traveler</p><p style="text-align: center;">Itinerary</p><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td colspan="13"><div><div><div>Departure Date: 01/29/2017</div><div>Departure Location (click to edit): 89101 Las Vegas, NV, Clark</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/30/2017</div><div>Arrival Location (click to edit): 84952 Petaluma, CA, Sonoma</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 599</div></div></td></tr></tbody></table><p>Who else is traveling on this leg: <input type="text" value="Member"/></p><p style="text-align: right;">Accept Leg <input type="button" value="Cancel Changes"/></p></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles	<div><div><div>Departure Date: 01/29/2017</div><div>Departure Location (click to edit): 89101 Las Vegas, NV, Clark</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/30/2017</div><div>Arrival Location (click to edit): 84952 Petaluma, CA, Sonoma</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 599</div></div>												
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Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action												
12	<p>Once the DLA is added, check the Computations tab for accuracy. Apply Advances if necessary and continue with the rest of your claim.</p> <div><div><div>PENGUIN, PETER TONO: 1217G851STDY000</div><div>Settlement Request</div><div>View: Traveler</div></div><div><div>Type of order: PCS Covered from: 1/27/2017 to: 2/1/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div><div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>48.00</td></tr><tr><td>Memb/Emp Transportation</td><td>272.00</td></tr><tr><td>Dep Per Diem</td><td>284.00</td></tr><tr><td>Dep. MALT</td><td>113.81</td></tr><tr><td>DLA</td><td>2,113.50</td></tr></tbody></table><div>Method of Payment: Direct Deposit</div><div>Apply Advances</div><p>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p></div><div><div>Total Entitlement: 2,831.31</div><div>Deductions: 0.00</div><div>Partial Payments: 0.00</div><div>Amount Payable: 2,831.31</div><div>Advances: 0.00</div><div>Due Employee: 2,831.31</div><div>Split Payment: 0.00</div><div>Computed Split: 0.00</div><div>Enter amount in Split Payment field to pay GTCC</div></div><div><div>Back Next Manage Images</div><div>Receipts SAVE Cancel Help</div></div></div></div> <p>Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over \$75.00. Use the Manage Images function to attach them to your claim. Spell out in the remarks exactly what happened. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>	Description	Total	Memb/Emp PCS Per Diem	48.00	Memb/Emp Transportation	272.00	Dep Per Diem	284.00	Dep. MALT	113.81	DLA	2,113.50
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PCS – Separation/Retirement

Information

Separation and Retirement PCS claims must be mailed via 1st Class Mail to PPC for manual processing. This is because the Mission Complete date will be after the member leaves the CG unit and will no longer have access to TPAX and the traveler TPAX account will be locked to prevent unauthorized use.

PCS with COT Leave Enroute

Introduction This section shows how to account for a member who took Consecutive Overseas Tours (COT) leave enroute during their PCS transfer.

Procedures See below.

Step	Action																											
1	<p>When taking COT leave Enroute, the only difference is you select CT-COT Leave for the Reason for Stop in your itinerary. Everything else is done the same way.</p> <div><p>PENGUIN, PETER TONO: 1217G851STDY000</p><p>Itinerary View: Traveler</p><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td colspan="14"><div><div><div>Departure Date: 01/20/2017</div><div>Departure Location (click to edit): 96813 Honolulu, HI, Honolulu</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/20/2017</div><div>Arrival Location (click to edit): San Diego, CA, San Diego</div><div>Reason for Stop: CT - COT Leave</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div><input checked="" type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div></td></tr></tbody></table></div> <div><div>Accept Leg</div><div>Cancel Changes</div></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles	<div><div><div>Departure Date: 01/20/2017</div><div>Departure Location (click to edit): 96813 Honolulu, HI, Honolulu</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/20/2017</div><div>Arrival Location (click to edit): San Diego, CA, San Diego</div><div>Reason for Stop: CT - COT Leave</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input checked="" type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div>													
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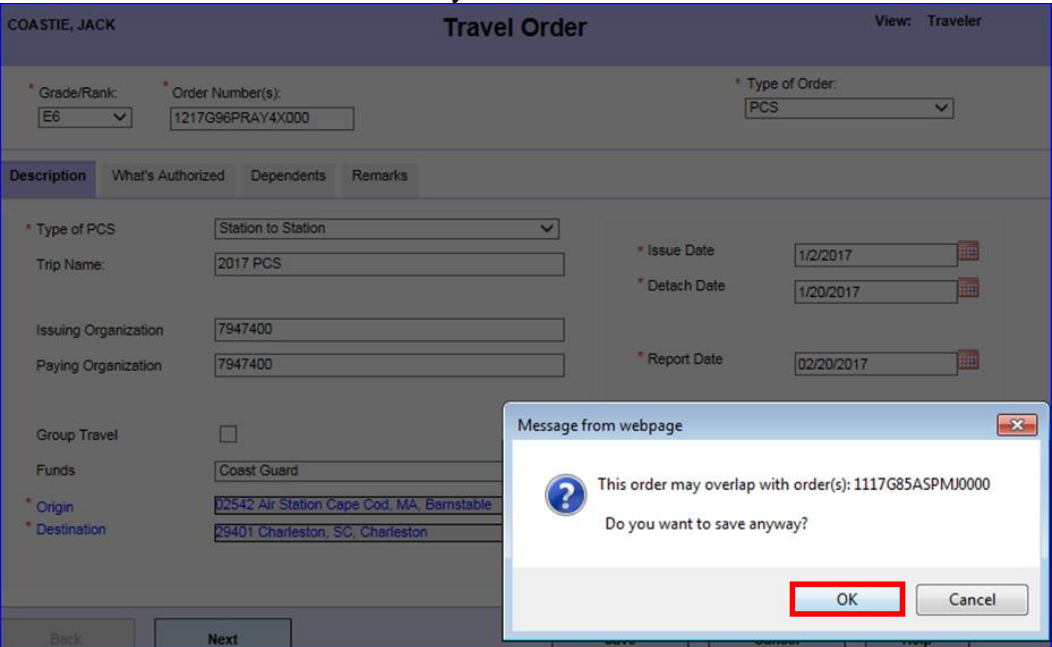
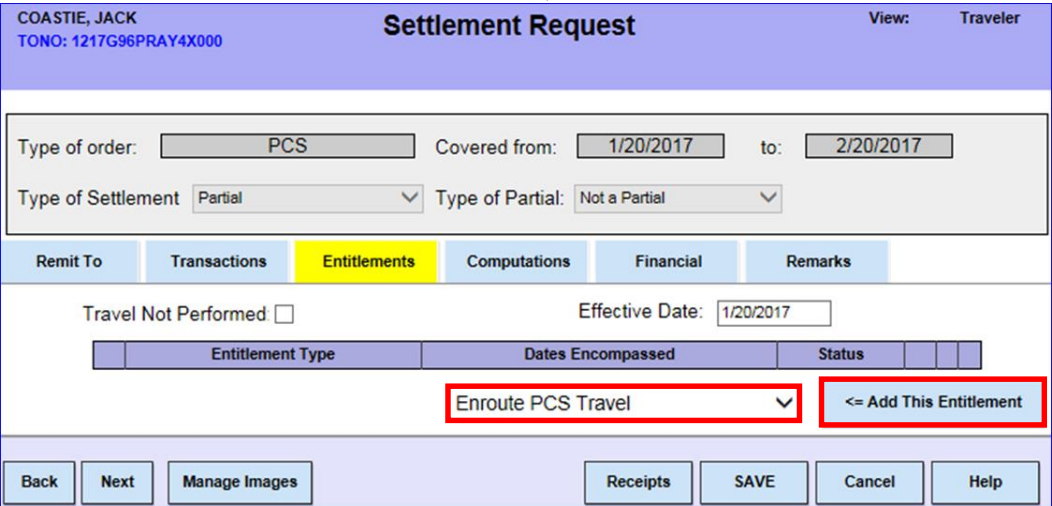
PCS with TDY Enroute (TEM DU)

Introduction

This section shows how to account for a member who performed Temporary Duty Enroute from their old PDS to their new PDS. For the purposes of this example the TDY TONO and TPAX Claim were created first. We will focus on the PCS claim with the TDY already created.

Procedures

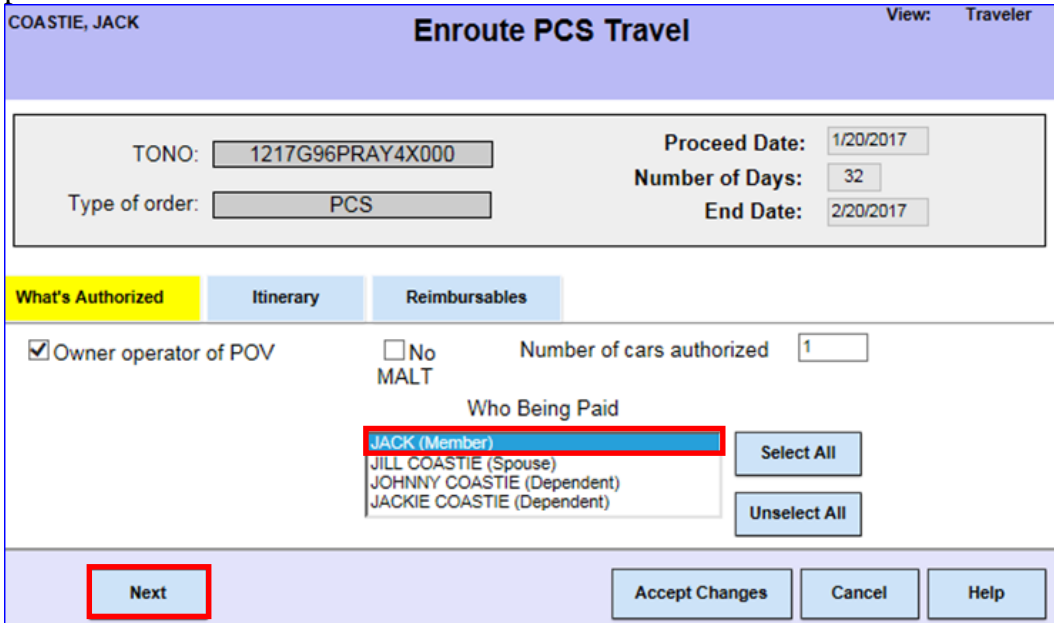
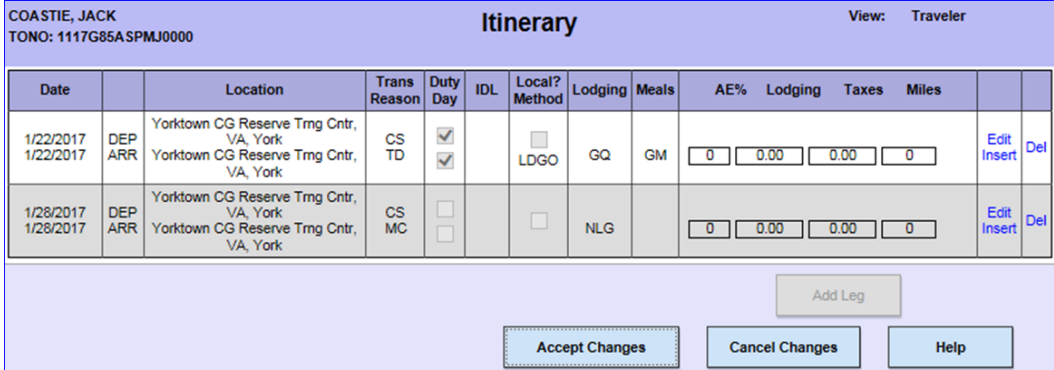
See below.

Step	Action
1	<p>TPAX will inform you that the PCS TONO may conflict with the TDY TONO. Click OK in order to save the newly created settlement.</p> 
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> 

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action
3	<p>We're going to enter the member's itinerary first, so just select the Member to be paid. Then click Next.</p> 
4	<p>BEFORE YOU ENTER THE PCS ITINERARY SCREEN: Ensure your dates of departure and arrival are correct and authorized by your orders. In this Scenario, the TDY TONO was already entered. DO NOT include the TDY travel dates in the Itinerary. This screenshot is the TDY trip that was previously entered. DO NOT INCLUDE THIS TRAVEL IN YOUR PCS CLAIM.</p> 

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action																																																																																				
5	<p>This screenshot is the PCS trip that DOES NOT include the TDY travel. If your itinerary is correct, click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>DEP</td><td>02542 Air Station Cape Cod, MA, Barnstable</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td>CQ</td><td><input type="checkbox"/></td><td></td><td>JILL COASTIE</td><td>0</td><td>0.00</td><td>0.00</td><td>1001</td><td>Edit</td><td>Del</td></tr> <tr> <td>1/22/2017</td><td>ARR</td><td>Yorktown CG Reserve Trng Cntr, VA, York</td><td>LV</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Insert</td><td></td></tr> <tr> <td>1/28/2017</td><td>DEP</td><td>Yorktown CG Reserve Trng Cntr, VA, York</td><td>PA</td><td><input type="checkbox"/></td><td></td><td></td><td>NLG</td><td><input type="checkbox"/></td><td></td><td>JILL COASTIE</td><td>0</td><td>0.00</td><td>0.00</td><td>460</td><td>Edit</td><td>Del</td></tr> <tr> <td>2/20/2017</td><td>ARR</td><td>29401 Charleston, SC, Charleston</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Insert</td><td></td></tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> <p>Note: The Departure Date must be the last date at the previous PDS and the Arrival Date must be the date the member checked into their new PDS.</p>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/20/2017	DEP	02542 Air Station Cape Cod, MA, Barnstable	PA	<input checked="" type="checkbox"/>			CQ	<input type="checkbox"/>		JILL COASTIE	0	0.00	0.00	1001	Edit	Del	1/22/2017	ARR	Yorktown CG Reserve Trng Cntr, VA, York	LV	<input type="checkbox"/>											Insert		1/28/2017	DEP	Yorktown CG Reserve Trng Cntr, VA, York	PA	<input type="checkbox"/>			NLG	<input type="checkbox"/>		JILL COASTIE	0	0.00	0.00	460	Edit	Del	2/20/2017	ARR	29401 Charleston, SC, Charleston	MC	<input type="checkbox"/>											Insert	
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PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action																																																																																										
7	<p>The Daily Expenses breakdown should show that you were paid for your driving days. When finished reviewing, click Done.</p> <div> <div> COASTIE, JACK TONO: 1217G96PRAY4X000 </div> <div> Daily Expenses View: Traveler </div> </div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&IE Amount</th><th>Emp/Memb Amount</th><th>Dep Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr> <td>02/17</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/18</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/19</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>426.00</td><td>0.00</td><td>426.00</td><td>0.00</td><td></td></tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable	02/17	FP											0.00	142.00	0.00	142.00	0.00		02/18	FP											0.00	142.00	0.00	142.00	0.00		02/19	FP											0.00	142.00	0.00	142.00	0.00														Total	426.00	0.00	426.00	0.00	
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable																																																																										
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PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action																																																		
9	<p>Select the rest of the family members, then click Next.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 32</div> <div>End Date: 2/20/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <div> <input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized 1 </div> <div>Who Being Paid</div> <div> <div>JILL COASTIE (Spouse)</div> <div>JOHNNY COASTIE (Dependent)</div> <div>JACKIE COASTIE (Dependent)</div> <div>Select All</div> <div>Unselect All</div> </div> <div> <div>Next</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>																																																		
10	<p>Enter the dependents' travel. Then click Accept Leg.</p> <div> <div>COASTIE, JACK</div> <div>TONO: 1217G96PRAY4X000</div> <div>Itinerary</div> <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> <div>Departure Date</div> <div>01/23/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div> </td><td> <div>Departure Location (click to edit)</div> <div>02542 Air Station Cape Cod, MA, B...</div> </td><td> <div>Method of Transportation:</div> <div>PA - Private Auto</div> </td><td></td><td></td><td> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </td><td></td><td> <div>Method of Reimbursement:</div> <div></div> </td><td></td><td></td><td></td><td> <div>Daily Ldg Cost</div> <div>0</div> </td></tr> <tr> <td> <div>Arrival Date</div> <div>01/27/2017</div> <div><input type="checkbox"/> Duty Day</div> </td><td> <div>Arrival Location (click to edit)</div> <div>29401 Charleston, SC, Charleston</div> </td><td> <div>Reason for Stop:</div> <div>MC - Mission Complete</div> </td><td></td><td></td><td></td><td></td><td> <div>Lodging Type:</div> <div></div> </td><td></td><td></td><td></td><td> <div>Lodging Tax:</div> <div>0</div> </td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td> <div>Meals Type:</div> <div>CM - Commercial Meals</div> </td><td></td><td></td><td></td><td></td><td> <div>Miles:</div> <div>1001</div> </td></tr> </tbody> </table> <div> <div>Who else is traveling on this leg:</div> <div>Member</div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles	<div>Departure Date</div> <div>01/23/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div>	<div>Departure Location (click to edit)</div> <div>02542 Air Station Cape Cod, MA, B...</div>	<div>Method of Transportation:</div> <div>PA - Private Auto</div>			<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		<div>Method of Reimbursement:</div> <div></div>				<div>Daily Ldg Cost</div> <div>0</div>	<div>Arrival Date</div> <div>01/27/2017</div> <div><input type="checkbox"/> Duty Day</div>	<div>Arrival Location (click to edit)</div> <div>29401 Charleston, SC, Charleston</div>	<div>Reason for Stop:</div> <div>MC - Mission Complete</div>					<div>Lodging Type:</div> <div></div>				<div>Lodging Tax:</div> <div>0</div>								<div>Meals Type:</div> <div>CM - Commercial Meals</div>					<div>Miles:</div> <div>1001</div>
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PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action																																																																
11	<p>Once the DLA is added, check the Computations tab for accuracy. Apply Advances if necessary and continue with the rest of your claim.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div><div>Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div> <table><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="2"><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>426.00</td></tr><tr><td>Memb/Emp MALT</td><td>190.19</td></tr><tr><td>Dep Per Diem</td><td>852.00</td></tr><tr><td>Dep. MALT</td><td>190.19</td></tr><tr><td>DLA</td><td>2,349.99</td></tr></tbody></table></td><td colspan="4"><table><tbody><tr><td>Total Entitlement</td><td>4,008.37</td></tr><tr><td>Deductions</td><td>0.00</td></tr><tr><td>Partial Payments</td><td>0.00</td></tr><tr><td>Amount Payable</td><td>4,008.37</td></tr><tr><td>Advances</td><td>0.00</td></tr></tbody></table></td></tr><tr><td colspan="2">Method of Payment Direct Deposit</td><td colspan="4"><table><tbody><tr><td>Due Employee</td><td>4,008.37</td></tr><tr><td>Split Payment</td><td>0.00</td></tr><tr><td>Computed Split</td><td>0.00</td></tr></tbody></table></td></tr><tr><td colspan="2"><div>Apply Advances</div></td><td colspan="4">Enter amount in Split Payment field to pay GTCC</td></tr><tr><td colspan="6">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</td></tr><tr><td colspan="2">Back Next Manage Images</td><td colspan="4">Receipts SAVE Cancel Help</td></tr></tbody></table> <p>Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over \$75.00. Use the Manage Images function to attach them to your claim. Spell out in the remarks exactly what happened. Make sure that you include that this claim was done in conjunction with TDY TONO 1117G85ASPMJ000. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>426.00</td></tr><tr><td>Memb/Emp MALT</td><td>190.19</td></tr><tr><td>Dep Per Diem</td><td>852.00</td></tr><tr><td>Dep. MALT</td><td>190.19</td></tr><tr><td>DLA</td><td>2,349.99</td></tr></tbody></table>		Description	Total	Memb/Emp PCS Per Diem	426.00	Memb/Emp MALT	190.19	Dep Per Diem	852.00	Dep. MALT	190.19	DLA	2,349.99	<table><tbody><tr><td>Total Entitlement</td><td>4,008.37</td></tr><tr><td>Deductions</td><td>0.00</td></tr><tr><td>Partial Payments</td><td>0.00</td></tr><tr><td>Amount Payable</td><td>4,008.37</td></tr><tr><td>Advances</td><td>0.00</td></tr></tbody></table>				Total Entitlement	4,008.37	Deductions	0.00	Partial Payments	0.00	Amount Payable	4,008.37	Advances	0.00	Method of Payment Direct Deposit		<table><tbody><tr><td>Due Employee</td><td>4,008.37</td></tr><tr><td>Split Payment</td><td>0.00</td></tr><tr><td>Computed Split</td><td>0.00</td></tr></tbody></table>				Due Employee	4,008.37	Split Payment	0.00	Computed Split	0.00	<div>Apply Advances</div>		Enter amount in Split Payment field to pay GTCC				This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed						Back Next Manage Images		Receipts SAVE Cancel Help			
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Two or More POVs – Travel Different Days in Different Cars

Introduction This section shows how to account for a member who was authorized 2 POVs. The member drove out first and then his dependents drove out a couple days later.

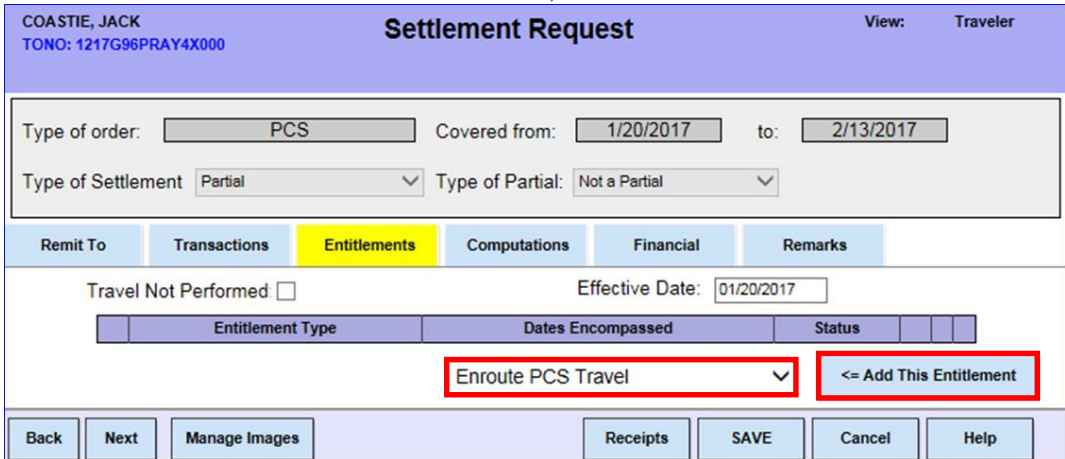
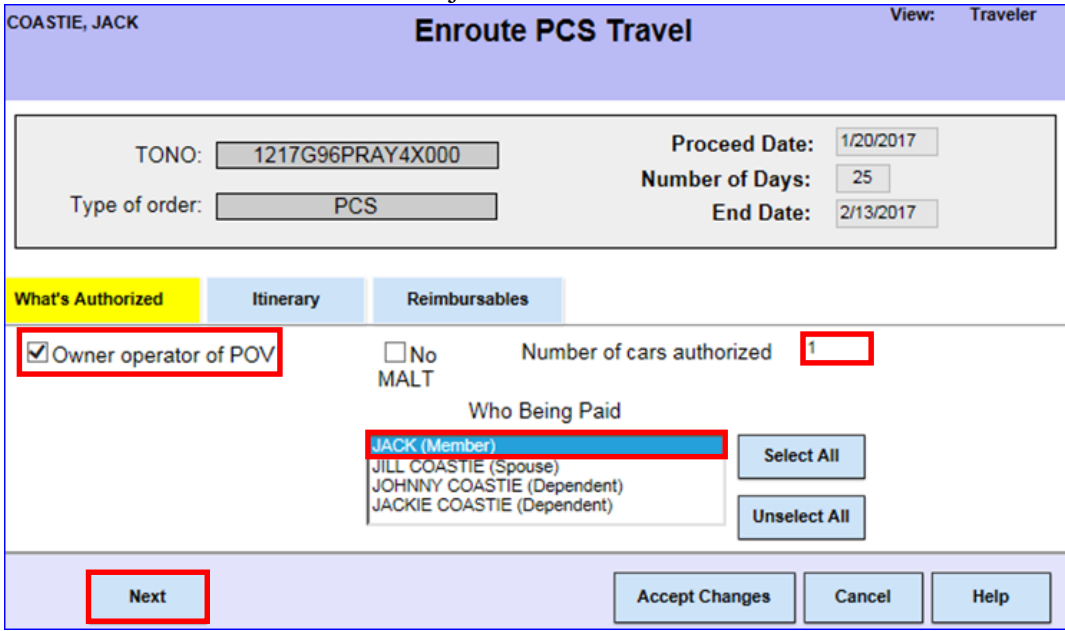
Procedures See below.

Step	Action										
1	<p>Enter the home address at the new PDS, then click Next.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement RequestView: Traveler</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><div>* Address 1: <input type="text" value="1234 COAST GUARD LANE"/></div><div>Address 2: <input type="text"/></div><div>* City: <input type="text" value="PORTSMOUTH"/></div><div>* Country/State: <input type="text" value="VA VIRGINIA"/></div><div>* Zip: <input type="text" value="23704"/></div></div><div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>										
2	<p>If you were issued an advance it will show here. Click Next.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement RequestView: Traveler</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><table border="1"><thead><tr><th>Locked</th><th>Date</th><th>Type</th><th>Amount</th><th></th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>2/8/2017</td><td>Advance</td><td>1,998.51</td><td>Delete</td></tr></tbody></table><div>View Advances</div></div><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>	Locked	Date	Type	Amount		<input checked="" type="checkbox"/>	2/8/2017	Advance	1,998.51	Delete
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action
3	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> 
4	<p>Enter the member's itinerary first (plus any dependents that travel with him/her in the same vehicle). In order to get paid MALT (monetary allowance in lieu of transportation), check the Owner Operator of POV box. Enter the number of cars authorized on the orders (1 for this example) and select who will be paid. Since the member drove out alone just select him. Click Next.</p> 

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action																																																
5	<p>Enter the member's itinerary, then click Accept Leg.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> <div> <div>Departure Date</div> <div>01/20/2017</div> </div> <div> <div>Departure Location (click to edit)</div> <div>66683 Topeka, KS, Shawnee</div> </div> <div> <div>Method of Transportation:</div> <div>PA - Private Auto</div> </div> <div> <div><input checked="" type="checkbox"/> Duty Day</div> </div> </td><td colspan="11"> <div> <div>Is Local</div> <div>Is Embark</div> </div> <div> <div>Method of Reimbursement:</div> <div>Lodging Type:</div> </div> <div> <div>Meals Type: M&IE: 51.00</div> <div>CM - Commercial Meals</div> </div> <div> <div>Daily Ldg Cost</div> <div>0</div> </div> <div> <div>Lodging Tax:</div> <div>0</div> </div> <div> <div>Miles:</div> <div>1224</div> </div> </td></tr> <tr> <td colspan="12"> <div> <div>Arrival Date</div> <div>02/13/2017</div> </div> <div> <div>Arrival Location (click to edit)</div> <div>23704 Portsmouth, VA, Portsmouth</div> </div> <div> <div>Reason for Stop:</div> <div>MC - Mission Complete</div> </div> <div> <div><input type="checkbox"/> Duty Day</div> </div> </td></tr> <tr> <td colspan="12"> <div> <div>Who else is traveling on this leg:</div> <div>JILL COASTIE JOHNNY COASTIE JACKIE COASTIE</div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </td></tr> </tbody> </table> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div> <div>Departure Date</div> <div>01/20/2017</div> </div> <div> <div>Departure Location (click to edit)</div> <div>66683 Topeka, KS, Shawnee</div> </div> <div> <div>Method of Transportation:</div> <div>PA - Private Auto</div> </div> <div> <div><input checked="" type="checkbox"/> Duty Day</div> </div>	<div> <div>Is Local</div> <div>Is Embark</div> </div> <div> <div>Method of Reimbursement:</div> <div>Lodging Type:</div> </div> <div> <div>Meals Type: M&IE: 51.00</div> <div>CM - Commercial Meals</div> </div> <div> <div>Daily Ldg Cost</div> <div>0</div> </div> <div> <div>Lodging Tax:</div> <div>0</div> </div> <div> <div>Miles:</div> <div>1224</div> </div>											<div> <div>Arrival Date</div> <div>02/13/2017</div> </div> <div> <div>Arrival Location (click to edit)</div> <div>23704 Portsmouth, VA, Portsmouth</div> </div> <div> <div>Reason for Stop:</div> <div>MC - Mission Complete</div> </div> <div> <div><input type="checkbox"/> Duty Day</div> </div>												<div> <div>Who else is traveling on this leg:</div> <div>JILL COASTIE JOHNNY COASTIE JACKIE COASTIE</div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div>											
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Two or More POVs – Travel Different Days in Different Cars, Continued

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continued

Step	Action																										
7	<p>Click Next.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 25</div> <div>End Date: 2/13/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div> Duration of travel: Greater than or equal to 24 hours </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/20/2017 2/13/2017</td><td>DEP ARR</td><td>Topeka, KANSAS 23704 Portsmouth, VIRGINIA</td><td>PA MC</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1224</td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/20/2017 2/13/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1224
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action												
9	<p>Enter any Reimbursable Expenses, then click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>View: Traveler</div> <div> <div>Reimbursable Expenses</div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th><th>Dep?</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td><td>10.00</td><td><input type="checkbox"/></td><td>Edit</td><td>Delete</td></tr> </tbody> </table> <p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div> <div>Add Expense</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> </div> </div>	Date	Description	Claimed	Dep?			1/20/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00	<input type="checkbox"/>	Edit	Delete
Date	Description	Claimed	Dep?										
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10	<p>Click Accept Changes.</p> <div> <div>COASTIE, JACK</div> <div> <div>View: Traveler</div> <div> <div>Enroute PCS Travel</div> <div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> </div> <div> <div>Type of order: PCS</div> <div>Number of Days: 25</div> </div> <div> <div></div> <div>End Date: 2/13/2017</div> </div> </div> </div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td><td>10.00</td></tr> </tbody> </table> <div>Add / Edit Trip Expenses</div> <div> <div>Back</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div> </div>	Date	Description	Claimed	1/20/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00						
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action																																																																																																												
11	<div>Click Calcs.</div> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Settlement Request</div> <div>View: Traveler</div> </div> <div> <div> <div>Type of order: PCS</div> <div>Covered from: 1/20/2017 to: 2/13/2017</div> </div> <div> <div>Type of Settlement Partial</div> <div>Type of Partial: Not a Partial</div> </div> </div> <div> <div>Remit To</div> <div>Transactions</div> <div>Entitlements</div> <div>Computations</div> <div>Financial</div> <div>Remarks</div> </div> <div> <div>Travel Not Performed <input type="checkbox"/></div> <div>Effective Date: 2/10/2017</div> </div> <table> <tr> <th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>1/20/2017-2/13/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </table> <div> <div>Enroute PCS Travel</div> <div><= Add This Entitlement</div> </div> <div> <div>Back</div> <div>Next</div> <div>Manage Images</div> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div> </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp																																																																																														
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12	<div>The member is authorized 4 travel days based on 1224 miles. Click Done.</div> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Daily Expenses</div> <div>View: Traveler</div> </div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&IE Amount</th><th>Emp/Memb Amount</th><th>Dep Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> <tr> <td>02/09</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/10</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/11</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>02/12</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>568.00</td><td>0.00</td><td>568.00</td><td>0.00</td><td></td></tr> </table> </div>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable	02/09	FP											0.00	142.00	0.00	142.00	0.00		02/10	FP											0.00	142.00	0.00	142.00	0.00		02/11	FP											0.00	142.00	0.00	142.00	0.00		02/12	FP											0.00	142.00	0.00	142.00	0.00														Total	568.00	0.00	568.00	0.00	
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action														
13	<p>The Computation tab will identify the Per Diem, Transportation costs and the MALT for just the member's drive.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement Request</div><div><div>Type of order: PCS Covered from: 1/20/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div></div><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>568.00</td></tr><tr><td>Memb/Emp Transportation</td><td>10.00</td></tr><tr><td>Memb/Emp MALT</td><td>232.56</td></tr></tbody></table></div></div>	Description	Total	Memb/Emp PCS Per Diem	568.00	Memb/Emp Transportation	10.00	Memb/Emp MALT	232.56						
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14	<p>Now return to the Entitlements tab to enter the itinerary for the dependents that traveled in the 2nd POV. Make sure the drop-down says Enroute PCS Travel, then click Add This Entitlement.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement Request</div><div>View: Traveler</div><div><div>Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 2/10/2017</div></div><table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/20/2017-2/13/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table><div><div>Enroute PCS Travel</div><div><= Add This Entitlement</div></div><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action
15	<p>Check the Owner Operator of POV box. Enter the number of cars authorized on the orders (1 for this example) and select who will be paid. Select the remaining dependents that drove in the 2nd POV. Click Next.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 25</div> <div>End Date: 2/13/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <div> <div><input checked="" type="checkbox"/> Owner operator of POV</div> <div><input type="checkbox"/> No MALT</div> <div>Number of cars authorized 1</div> </div> <div> <div>Who Being Paid</div> <div>JILL COASTIE (Spouse)</div> <div>JOHNNY COASTIE (Dependent)</div> <div>JACKIE COASTIE (Dependent)</div> <div>Select All</div> <div>Unselect All</div> </div> <div> <div>Next</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>

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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action																																							
17	<p>Enter the dependents' itinerary, then click Accept Leg.</p> <div> <p>COASTIE, JACK TONO: 1217G96PRAY4X000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">Itinerary</p> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>Departure Date 02/03/2017</td><td>Departure Location (click to edit) 66683 Topeka, KS, Shawnee</td><td>Method of Transportation: PA - Private Auto</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Arrival Date 02/07/2017</td><td>Arrival Location (click to edit) 23704 Portsmouth, VA, Portsmouth</td><td>Reason for Stop: MC - Mission Complete</td><td><input type="checkbox"/> Duty Day</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div style="display: flex; justify-content: space-between;"> <div> <p>Who else is traveling on this leg:</p> <p>Member</p> </div> <div> <p>Accept Leg</p> <p>Cancel Changes</p> </div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles	Departure Date 02/03/2017	Departure Location (click to edit) 66683 Topeka, KS, Shawnee	Method of Transportation: PA - Private Auto	<input checked="" type="checkbox"/> Duty Day										Arrival Date 02/07/2017	Arrival Location (click to edit) 23704 Portsmouth, VA, Portsmouth	Reason for Stop: MC - Mission Complete	<input type="checkbox"/> Duty Day									
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action																								
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action												
21	<p>Enter any Reimbursable Expenses, then click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Reimbursable Expenses</div> <div>View: Traveler</div> </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th><th>Dep?</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>2/3/2017</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td><td>10.00</td><td><input checked="" type="checkbox"/></td><td>Edit</td><td>Delete</td></tr> </tbody> </table> <p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div> <div>Add Expense</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div>	Date	Description	Claimed	Dep?			2/3/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00	<input checked="" type="checkbox"/>	Edit	Delete
Date	Description	Claimed	Dep?										
2/3/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00	<input checked="" type="checkbox"/>	Edit	Delete								
22	<p>Click Accept Changes.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Type of order: PCS</div> </div> <div> <div>Proceed Date: 1/20/2017</div> <div>Number of Days: 25</div> <div>End Date: 2/13/2017</div> </div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th></tr> </thead> <tbody> <tr> <td>2/3/2017</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td><td>10.00</td></tr> </tbody> </table> <div>Add / Edit Trip Expenses</div> <div> <div>Back</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date	Description	Claimed	2/3/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00						
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action																																																																																																
23	<p>Click Calcs for the 2nd POV.</p> <div> <div> COASTIE, JACK TONO: 1217G96PRAY4X000 </div> <div> Settlement Request View: Traveler </div> </div> <div> <div> Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017 </div> <div> Type of Settlement Partial Type of Partial: Not a Partial </div> </div> <div> <div> Remit To Transactions Entitlements Computations Financial Remarks </div> <div> Travel Not Performed: <input type="checkbox"/> Effective Date: 2/10/2017 </div> <table> <tr> <th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>1/20/2017-2/13/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>2/3/2017-2/7/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </table> <div> <div>TLE</div> <div><= Add This Entitlement</div> </div> <div> <div>BackNextManage Images</div> <div>ReceiptsSAVECancelHelp</div> </div> </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp	Edit	Enroute PCS Travel	2/3/2017-2/7/2017	Validated Data	Delete	Calcs	Comp																																																																											
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24	<p>The 2nd POV is also authorized 4 travel days based on 1224 miles. Click Done.</p> <div> <div> COASTIE, JACK TONO: 1217G96PRAY4X000 </div> <div> Daily Expenses View: Traveler </div> </div> <div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> <tr> <td>02/03</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>284.00</td><td>0.00</td><td></td></tr> <tr> <td>02/04</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>284.00</td><td>0.00</td><td></td></tr> <tr> <td>02/05</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>284.00</td><td>0.00</td><td></td></tr> <tr> <td>02/06</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>284.00</td><td>0.00</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>1136.00</td><td>0.00</td><td></td></tr> </table> </div>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	02/03	FP											0.00	284.00	0.00		02/04	FP											0.00	284.00	0.00		02/05	FP											0.00	284.00	0.00		02/06	FP											0.00	284.00	0.00														Total	1136.00	0.00	
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Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action																
25	<p>Once the DLA and TLE have been added, verify the Computations tab for accuracy. In this scenario, the member and dependent MALT is paying the same amount. However, if the member and dependents traveled from different locations, the MALT would be different. The Per Diem amount paid is based on the age(s) of the dependent child(ren). Continue with the rest of your claim. Don't forget to Apply your Advance.</p> <div> <div> COASTIE, JACK TONO: 1217G96PRAY4X000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <div> Remit To Transactions Entitlements Computations Financial Remarks </div> <table> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr><td>Memb/Emp PCS Per Diem</td><td>568.00</td></tr> <tr><td>Memb/Emp Transportation</td><td>20.00</td></tr> <tr><td>Memb/Emp MALT</td><td>232.56</td></tr> <tr><td>Dep Per Diem</td><td>1,136.00</td></tr> <tr><td>Dep. MALT</td><td>232.56</td></tr> <tr><td>DLA</td><td>2,349.99</td></tr> <tr><td>TLE</td><td>871.42</td></tr> </tbody> </table> <div> Total Entitlement 5,410.53 Deductions 0.00 Partial Payments 0.00 Amount Payable 5,410.53 Advances 0.00 Due Employee 5,410.53 Split Payment 0.00 Computed Split 0.00 Enter amount in Split Payment field to pay GTCC </div> <div> Method of Payment: Direct Deposit </div> <div> Apply Advances </div> <p>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> <div> Back Next Manage Images Receipts SAVE Cancel Help </div> <p>Ensure you have all orders, TLE lodging receipts and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>	Description	Total	Memb/Emp PCS Per Diem	568.00	Memb/Emp Transportation	20.00	Memb/Emp MALT	232.56	Dep Per Diem	1,136.00	Dep. MALT	232.56	DLA	2,349.99	TLE	871.42
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Two or More POVs – Travel Same Days in Different Cars

Introduction This section shows how to account for a member who was authorized two POVs and drove to his new PDS with his dependents. They departed and arrived on the same days.

Procedures See below.

Step	Action										
1	<p>Enter the home address at the new PDS, then click Next.</p> <div><p>COASTIE, JACK TONO: 1217G96PRAY4X000</p><p>Settlement Request View: Traveler</p><p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/></p><p>Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>* Address 1: <input type="text" value="1234 COAST GUARD LANE"/> ×</p><p>Address 2: <input type="text"/></p><p>* City: <input type="text" value="PORTSMOUTH"/></p><p>* Country/State: <input type="text" value="VA VIRGINIA"/></p><p>* Zip: <input type="text" value="23704"/></p><p>Next Manage Images Receipts SAVE Cancel Help</p></div>										
2	<p>If you were issued an advance it will show here. Click Next.</p> <div><p>COASTIE, JACK TONO: 1217G96PRAY4X000</p><p>Settlement Request View: Traveler</p><p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/></p><p>Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><table border="1"><thead><tr><th>Locked</th><th>Date</th><th>Type</th><th>Amount</th><th></th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>2/8/2017</td><td>Advance</td><td>1,998.51</td><td>Delete</td></tr></tbody></table><p><input type="button" value="View Advances"/></p><p>Back Next Manage Images Receipts SAVE Cancel Help</p></div>	Locked	Date	Type	Amount		<input checked="" type="checkbox"/>	2/8/2017	Advance	1,998.51	Delete
Locked	Date	Type	Amount								
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Two or More POVs – Travel Same Days in Different Cars, Continued

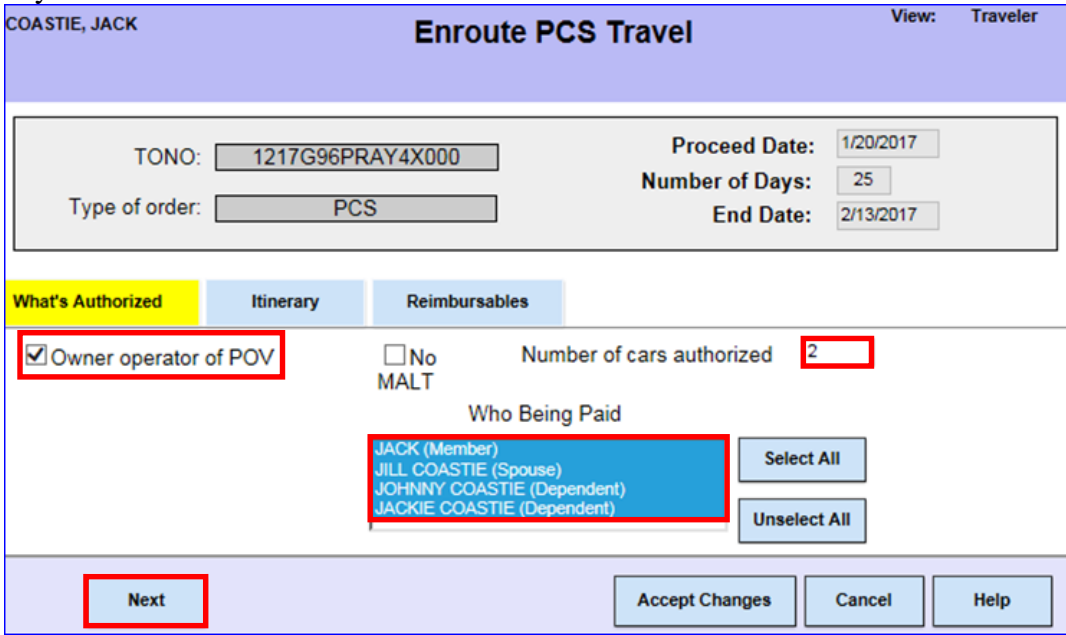
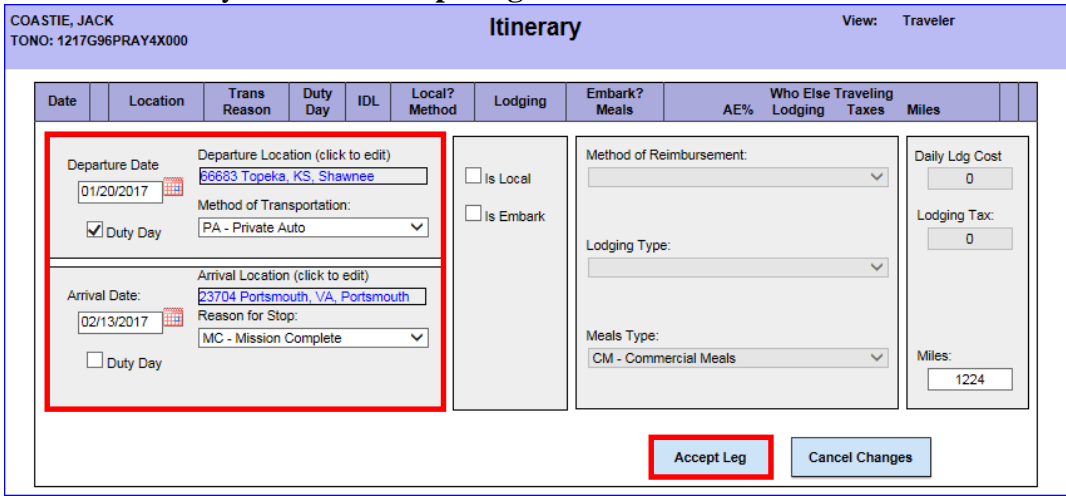
Procedures,
continued

Step	Action						
3	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div>Settlement RequestView: Traveler</div></div> <div><div>Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div> <div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div> <div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 01/20/2017</div></div> <table><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td>Enroute PCS Travel</td><td></td><td></td></tr></tbody></table> <div><= Add This Entitlement</div> <div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div>	Entitlement Type	Dates Encompassed	Status	Enroute PCS Travel		
Entitlement Type	Dates Encompassed	Status					
Enroute PCS Travel							

Continued on next page

Two or More POVs – Travel Same Days in Different Cars, Continued

Procedures, continued

Step	Action
4	<p>In order to get paid MALT (monetary allowance in lieu of transportation), check the Owner Operator of POV box. If not claiming MALT, click the No MALT box. Enter the number of cars authorized on the orders (2 for this example) and select who will be paid. Since all family members traveled together, on the same days select them all. Click Next.</p> 
5	<p>Enter the itinerary and click Accept Leg.</p> 

Continued on next page

Two or More POVs – Travel Same Days in Different Cars, Continued

Procedures, continued

Step	Action																																													
6	<p>Review/Edit the itinerary as necessary, then click Accept Changes.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>DEP</td><td>66683 Topeka, KS, Shawnee</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Edit</td><td></td></tr> <tr> <td>2/13/2017</td><td>ARR</td><td>23704 Portsmouth, VA, Portsmouth</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>1224</td><td>Insert</td><td>Del</td></tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> </div> <div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/20/2017	DEP	66683 Topeka, KS, Shawnee	PA	<input checked="" type="checkbox"/>									Edit		2/13/2017	ARR	23704 Portsmouth, VA, Portsmouth	MC	<input type="checkbox"/>			NLG		0	0.00	0.00	1224	Insert	Del
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7	<p>Click Accept Changes.</p> <div> <div>COASTIE, JACK</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRAY4X000</div> <div>Proceed Date: 1/20/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 25</div> <div>End Date: 2/13/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Greater than or equal to 24 hours ▼</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/20/2017</td><td>DEP</td><td>Topeka, KANSAS</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>1224</td></tr> <tr> <td>2/13/2017</td><td>ARR</td><td>23704 Portsmouth, VIRGINIA</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/20/2017	DEP	Topeka, KANSAS	PA	<input checked="" type="checkbox"/>			NLG		0	0.00	0.00	1224	2/13/2017	ARR	23704 Portsmouth, VIRGINIA	MC	<input type="checkbox"/>														
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Two or More POVs – Travel Same Days in Different Cars, Continued

Procedures, continued

Step	Action																																																
8	<p>The Computations tab shows that the MALT paid both the Member/Employee and the Dependent since they each drove a vehicle. Apply Advances if necessary and continue with the rest of your claim.</p> <div> <div> COASTIE, JACK TONO: 1217G96PRAY4X000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <table border="1"> <thead> <tr> <th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td colspan="4"> <table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>568.00</td></tr> <tr> <td>Memb/Emp Transportation</td><td>20.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>232.56</td></tr> <tr> <td>Dep Per Diem</td><td>994.00</td></tr> <tr> <td>Dep. MALT</td><td>232.56</td></tr> </tbody> </table> </td><td colspan="2"> Total Entitlement 2,047.12 Deductions 0.00 Partial Payments 0.00 Amount Payable 2,047.12 Advances 1,998.51 </td></tr> <tr> <td colspan="4"> Method of Payment: Direct Deposit </td><td colspan="2"> Due Employee 48.61 Split Payment 0.00 Computed Split 0.00 </td></tr> <tr> <td colspan="4"> <div>Apply Advances</div> </td><td colspan="2"> Enter amount in Split Payment field to pay GTCC </td></tr> <tr> <td colspan="6"> This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed </td></tr> <tr> <td colspan="6"> <div> Back Next Manage Images </div> <div> Receipts SAVE Cancel Help </div> </td></tr> </tbody> </table> <p>Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over \$75.00. Use the Manage Images function to attach them to your claim. Spell out in the remarks exactly what happened. The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with dependents and dependent travel will not be paid.</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>568.00</td></tr> <tr> <td>Memb/Emp Transportation</td><td>20.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>232.56</td></tr> <tr> <td>Dep Per Diem</td><td>994.00</td></tr> <tr> <td>Dep. MALT</td><td>232.56</td></tr> </tbody> </table>				Description	Total	Memb/Emp PCS Per Diem	568.00	Memb/Emp Transportation	20.00	Memb/Emp MALT	232.56	Dep Per Diem	994.00	Dep. MALT	232.56	Total Entitlement 2,047.12 Deductions 0.00 Partial Payments 0.00 Amount Payable 2,047.12 Advances 1,998.51		Method of Payment: Direct Deposit				Due Employee 48.61 Split Payment 0.00 Computed Split 0.00		<div>Apply Advances</div>				Enter amount in Split Payment field to pay GTCC		This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed						<div> Back Next Manage Images </div> <div> Receipts SAVE Cancel Help </div>					
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